



# Marian University Student Handbook 2023-2024



The Office of Student Life

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## ABOUT THE STUDENT HANDBOOK

### DESCRIPTION

The primary purpose of the Marian University Student Handbook is to serve as the official source of information about the University's student policies and the Student Code of Conduct. The student handbook is also a helpful resource for students about student life, campus services, and opportunities for student involvement. Student policies in the Student Handbook reflect the University's Catholic and Agnesian identity and mission. In keeping with the Catholic Intellectual Tradition, there is an intentional effort to facilitate the spiritual, moral, and ethical development of students at the University through student policies and student conduct processes.

### DISCLAIMER

Every effort is made to ensure the accuracy of information contained in the Marian University Student Handbook at the time of publication. The University reserves the right to make any change, revision, or amendment to any part of the Student Handbook deemed necessary or desirable at any time and without prior notice. The Marian University Student Handbook and the information contained herein are published solely for the convenience of students.

The Student Handbook is published by the Office of Student Life. The official copy is the electronic copy accessible from the University's web page. The contents of the official copy on the University website supersede and replace all printed copies and all previous editions of the Student Handbook. If there is a conflict between the policies and regulations contained in the official Marian University's Student Handbook and policies published in any document of a group or student organization, the policy published in the Student Handbook shall have precedence. In the event of a conflict between the official Student Handbook and any other official university source, the President of the University will determine the policy that will apply.

### OTHER SOURCES OF OFFICIAL INFORMATION FOR STUDENTS

The Student Handbook is not intended to be the University's only official source of information for students. In addition, to the Student Handbook, students are expected to be familiar with and comply with the information provided to them in the following locations and publications:

#### THE ACADEMIC CATALOG

Published by the Registrar's Office, the Catalog is the University's official source of information about admission criteria, degree requirements, graduation requirements, academic calendars, academic policies, tuition and fees, and financial assistance. Current and past Catalogs are available online from the University's web page at

<https://www.marianuniversity.edu/registrar/academic-bulletin/>

#### THE STUDENT'S EMAIL ACCOUNT

Upon enrollment at the University, students are provided with a Marian University email account which will be used by the University to send official communications to the student. Each student is responsible for any such official information sent to him/her by university administrators, faculty, and staff. Students are advised to check their university email account inbox on a regular (daily is recommended) basis. Students are required to use their Marian email account for all

coursework and interaction with faculty and staff. Personal email accounts may not be used for university business.

### MYMARIAN

General information for the University community is posted on MyMarian. To submit an announcement or event, contact the Office of Student Involvement, Student Senate, or a student organization adviser.

### THE STUDENT ORGANIZATIONS MANUAL

This publication contains policies and procedures for all student organizations at the University. It is available from the Office of Student Life.

### BUSINESS OFFICE PUBLICATIONS

The most current student account information is available from the Business Office including:

- Tuition and Costs
- Refund Policy
- Payment Plans
- Online Payment Portal
- Account Statements

### THE STUDENT ATHLETE HANDBOOK

The Athletic Department publishes policies for student-athletes regarding conduct, eligibility, social media use, hazing, transfer releases, Title IX, and academic expectations, among other policies. Student athletes receive a copy of this handbook at Athlete Orientation each fall, or spring if the student transfers.

### TITLE IX POLICIES

Marian University's official Title IX policies and procedures governing sexual harassment and sexual misconduct may be found on the Marian University website at: [Marian Title IX Policy](#)

### STUDENT RESPONSIBILITY FOR THE STUDENT HANDBOOK

Upon enrollment and for so long as the student is enrolled, each Marian University student is responsible to access a current copy of the University's student handbook, become familiar with its contents and comply with all policies, rules, regulations and procedures therein. Students who fail to comply with the information contained in the Student Handbook are subject to conduct sanction. Ignorance of information in the Student Handbook is not an acceptable defense for violating policies.

### REVISIONS TO THE STUDENT HANDBOOK

Marian University reserves the right to revise its student handbook making changes or new policies effective at any time. However, in order to provide opportunity for student involvement and that of other members of the University community, the handbook is normally updated and revised each spring with changes becoming effective at the start of a new academic year.

Students, faculty, staff and administrators, as well as the various governance bodies at the University (Student Senate) are invited to submit suggestions and proposals to be included in a

new edition of the Student Handbook to the Vice President of Student Life/Dean of Students for consideration. It is the responsibility of the VPSL to review suggested changes and revisions to the student handbook and consult as is appropriate with other university officials to determine if they should be adopted and if so, how they should be worded in the handbook. The VPSL will submit a final draft of all revisions and changes to the President for final approval.

There shall be no restriction on the President of the University to make an amendment or revision to the Student Handbook nor is there any restriction regarding the date when the President may stipulate when an amendment may take effect.

## ACCREDITATION AND AUTHORIZATION

Marian is accredited through the [Higher Learning Commission \(HLC\)](#), a regional accreditation agency for institutions of higher education based in the north central region of the United States. Marian was first accredited in 1960 and was reaccredited in 2016. Marian's reaccreditation validates and evaluates our academic offerings, governance and administration, mission, finances, and resources.

## MISSION STATEMENT

Marian University is a Catholic applied liberal arts community that welcomes diverse spiritual traditions. Sponsored by the Congregation of Sisters of St. Agnes, Marian University engages students in the education of the whole person. We embrace justice and compassion and transform lives for professional service and leadership in the global community.

## HUMAN DIGNITY STATEMENT

Marian University was founded on the principles of the Judeo-Christian tradition. At the very center of this tradition is the affirmation of the value and sacred dignity of the human person. This principle is the cornerstone of the Marian University community.

The Marian community strives to uphold the dignity of every person and to confront challenges to that dignity. The University does not tolerate inappropriate use of power or authority by its members, nor does the University condone any other violation of human dignity. Marian University addresses violations of human dignity through the codes and processes listed in this handbook.

These behavioral codes, as listed in this handbook, govern the conduct of members of the University community. Rules emphasizing the importance of human dignity and practices that promote appropriate respect for individuality and basic human rights are intended to encourage the Marian University community to incorporate such values into interactions with all persons, whether members of the Marian community or the larger society.

## MARIAN'S CORE VALUES

**Community-** Respecting our diversity as individuals, we encourage, challenge and nurture one another, joining together to accomplish our shared mission and vision.

**Learning-** We engage in a collaborative lifelong process of seeking truth and appropriating knowledge and values to transform the individual, our communities, and the world.

**Service-** Through active service and ministry, we support one another and seek to meet the needs of the larger community.

**Social Justice-** We work to create individual and societal change which supports the value, dignity, and opportunity of every person.

**Spiritual Traditions-** Valuing Marian’s Catholic religious heritage, we respect each individual’s freedom to explore a diversity of spiritual beliefs.

## **UNIVERSITY NON-DISCRIMINATION POLICY STATEMENT**

As a Catholic institution, Marian University is rooted in respect for the inherent dignity of each person. The University fosters a campus community that is inclusive of persons of diverse backgrounds and faiths and does not tolerate discrimination in any form by any University employee or member of the student body. The following related policies and procedures reflect this commitment as well as the University’s ongoing compliance with applicable federal and state laws and regulations. The University does not discriminate, or tolerate discrimination by any member of its community, against any individual on the basis of race, color, religion, creed, national origin, ancestry, sex, sexual orientation, marital status, age, disability, or any other factor prohibited by law in matters of admissions, employment, or services or in the educational programs or activities it operates.

Characteristics whether verbal, physical or visual, are a form of discrimination. This includes discriminatory conduct affecting tangible job or educational benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive is an intimidating, hostile or offensive environment.

While the University is committed to the principles of free inquiry and free expression, discrimination, harassment, and retaliation identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

Examples of discrimination and harassment may include, but are not limited to:

- Refusing to hire or promote someone because of the person's protected status;
- Demoting or terminating someone because of the person's protected status;
- Jokes or epithets about another person's protected status;
- Teasing or practical jokes directed at a person based on his or her protected status;
- The display or circulation of written materials or pictures that degrade a person or group; and
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.

## **MARIAN UNIVERSITY SEAL**

The seal of the University contains the motto *Sicut Liliam Inter Spinias* (from the Latin “As a Lily among Thorns”). A circle of thorns surrounds the center portion of the seal, which features a torch (the symbol of wisdom) emerging from the lily (a symbol of Mary, the Mother of Jesus). Sr. Vera Naber, first Academic Dean and third President of the University, designed the seal in 1937 for the purpose of authenticating transcripts. A replica of the seal in ceramic tile mosaic, the work of Sisters Pascal Lowes and Agnessa Ruder, is in the lobby of the Administration Building. Another replica exists cast in the concrete of the Donna Roggentine Plaza near the flagpoles.



## **SAMMY THE SABRE MASCOT**

Sammy the Sabre is a representative of Marian University and shall not interfere with any athletic competition or scheduled event. Additionally, students shall not engage in conduct with Sammy the Sabre that does not represent the University in a positive manner. Physical actions such as sitting on the mascot’s lap or picking up the mascot are not tolerated and those in violation will be subject to Office of Student Community Standard action.

## **SCHOOL COLORS**

Marian University’s school colors are blue and white. Students are encouraged to dress in those colors during sporting events to demonstrate school pride.

## **HISTORY**

Since its founding by pioneer missionary Fr. Caspar Rehr, the Congregation of Sisters of St. Agnes has carried out a ministry of education, which led to the establishment of Marian College in 1936. First conceived as a school for teacher education to permit religious Sisters full expression of their Catholic identity, the College added professional programs and developed a liberal arts foundation that it has maintained to this day.

Under the leadership of Sisters Aloysia Leickem and Vera Naber, the Congregation of Sisters of St. Agnes opened Marian College on September 8, 1936. Seventeen full-time and 25 part-time students attended the College on the first floor of one wing of their convent. The College remained at the convent on East Division Street until moving to the present campus, at the corner of South National Avenue and East Division Street, in 1966. Soon after its founding, the College offered a degree completion program for graduates of the St. Agnes Hospital School of

Nursing; Marian absorbed the program in 1966, three years after Marian's Bachelor of Science in Nursing program began. Medical Technology was added in 1953 and Secondary Education in 1959.

After the College was incorporated separately in May 1963, leadership was passed from the Congregation of Sisters of St. Agnes to a Board of Trustees. The Congregation continues its sponsorship of the University, and the Marian Board of Trustees works in collaboration with the Congregation. In addition, the Sisters contribute significantly to the life of the University through service in administrative, faculty, and staff positions within the community.

On May 1, 2008, Marian College was officially recognized by the Higher Learning Commission of the North Central Association of Colleges and Schools as Marian University.

Along with our programs in the professional areas of Education, Business, Social Work, Criminal Justice, and Healthcare, the University continues its support of undergraduate traditional liberal arts majors and requires that all students participate in a strong liberal arts core curriculum. The first graduates of the Higher Learning Commission-accredited Master of Arts in Education received their degrees at the May 1989 commencement, the Master of Science in Organizational Leadership and Quality in 1994, Master of Science in Nursing in 2004, and the Master of Science in Thanatology in 2013. The University's Ph.D. program in Educational Administration and Leadership began in fall 2004 and conferred its first doctoral degrees in May 2008

## **USE OF THE UNIVERSITY'S NAME**

All members of the Marian University community may use the University's name so long as it is not used disrespectfully, deceitfully, or for purposes of solicitation (without the approval of the Vice President for Advancement), endorsement, or personal gain. Student organizations must have Student Senate recognition and approval to use the University's name.

## **OFFICE OF STUDENT LIFE**

### **STUDENT LIFE MISSION STATEMENT**

True to Marian University's Catholic, Agnesian, and liberal arts heritage, the Office of Student Life offers programs and opportunities that complement the curricular experience while instilling the values of community, service, diversity and promoting a balanced, healthy lifestyle. The Office of Student Life strives to create a secure, diverse living and learning environment centered on the student, their learning process, and preparation for rewarding careers and service to others.

### **STUDENT LIFE VISION**

The Office of Student Life at Marian University is committed to a holistic vision of the student's college experience. The staff and services enhance student learning by:

- Inviting students to engage themselves and their talents in the life of the University;
- Supporting students as they discover, apply and refine their God-given talents in the areas of intellectual curiosity, social interaction, and personal maturity;
- Guiding students to be individuals of selfless character with an instinct for service to others and a keen awareness of the common good, and;
- Preparing students to excel in their careers as professionals and to continue to pursue personal and spiritual fulfillment as they journey through life.



## STUDENT LIFE MOTTO

“I become me, by becoming we.”

## **STUDENT COMPLAINTS**

The Student Complaint policy is an institution-wide policy and procedure for addressing, tracking, and evaluating student complaints. The policy applies to all members of the University community. It is not meant to override current procedures in place for consumer complaints, academic appeals, disciplinary procedures, or school-specific procedures. Students are encouraged to address their complaints informally and directly with the individuals with whom they have concerns before taking any formal actions as defined here.

This policy locates the responsibility for tracking student complaints within the Office of Student Life, however, all employees of the University will need to be prepared to utilize the procedure and forms for addressing student complaints. This will ensure standard practice regardless of the nature of the students' complaints, the area of the University within which the concern takes place, as well as the resolution of the situation. This policy provides all students (or their delegate) with a generic form for filing a formal complaint, which then allows the University to track, analyze, identify trends, and use the data to improve institutional processes. This policy fosters data-driven decision making and a uniform practice of addressing and tracking student concerns.

To be clear, schools, and other non-academic units have extremely specific processes in place to deal with student concerns. Students looking for redress from the outcome of these processes are making Appeals. The process is firmly in place and tracked through the Compliance Office and Academic Affairs.

This policy and corresponding procedure for implementation is flexible and adaptable in format and structure so that new requirements such as new Title IX Sexual Harassment policies may also be easily retrofitted to the form and process, when necessary, as a first alert.

## POLICY RATIONALE

To clearly demonstrate the University's commitment to students, this policy and the procedures outline are meant to provide all areas of campus with a common process for addressing student complaints where informal measures are not satisfactory. It also reflects the University's commitment to federal regulations. Student Complaint Form can be found here:

<https://www.marianuniversity.edu/student-complaint-form/>

## **STUDENT CODE OF CONDUCT**

### INTRODUCTION

In the Agnesian tradition, the centrality of community, leading to promotion of the common good and training in mutual respect, collaboration, and interpersonal relationships, is an essential value to learning. Individual students are called to foster the gospel imperative to work for justice, accepting individual and communal responsibility to help build the reign of God on earth, to empower the marginalized, and to use one's God-given gifts to make the world better for one's presence in it.

In short, living in community isn't all about me. As students at a Catholic university, it is about your roommate, suitemate, the student who lives down the hall, in the room above or below you, and the student with whom you share classroom space. It is about the people who make up your community especially those who are in need. This foundation is best expressed in the Office of Student Life's motto: "I become me by becoming we."

This section of the Student Handbook describes the standards for student conduct that all students are expected to abide by as a member of the Marian University community.

The standards reflect the University's Catholic and Agnesian identity and mission. As part of its mission, the University has integrated Catholic moral teachings into these standards and policies as part of an intentional effort to help students develop as morally responsible persons.

It is the responsibility of each student enrolled at the University to be familiar with these standards and all other university policies and to abide by them. Ignorance of a community standard or policy is not an acceptable defense for not abiding by it.

When a student violates a policy or regulation, the University's conduct officers are responsible to intervene in an appropriate manner following the University's conduct processes. The goal of intervention is to hold each student accountable for his/her conduct; to require a student to take appropriate steps to restore or reconcile damage he/she may have caused by his/her conduct; and to provide the opportunity for the student to learn to make better decisions and choices in the future.

### THE STUDENT CONDUCT PHILOSOPHY

The philosophy of student conduct at Marian University is based upon Catholic and Agnesian tradition. In keeping with the Agnesian philosophy of educating the "whole person," moral and ethical developments are important considerations in student conduct matters. There is an emphasis on helping students discern an appropriate balance between individual freedom and their responsibilities to God and to the University community. There is also an emphasis placed on developing an appreciation among students for Christian and Catholic moral principles. This approach is often counter-cultural to popular secular culture which advocates relativistic moral decision-making, leaving it up to the individual to decide what is right and wrong according to individual preferences and circumstances.

The University is sensitive to the developmental context and educational value of student conduct processes. When students fall short in their responsibility to abide by the policies and regulations of the University, the University has a responsibility to intervene. The goals of intervention are: a) to provide opportunities for students to learn and to develop morally and ethically; b) to protect the safety and rights of other members of the University community; c) to confront destructive and inappropriate behavior; and d) to promote reconciliation by assisting the offender to restore goodwill with individuals and the University community as a whole. To the extent possible, those responsible for administration of student conduct will address these situations by utilizing the teaching and learning opportunities inherent in the situation.



## DIFFERENCES BETWEEN THE STUDENT CONDUCT PROCESS AND THE LEGAL SYSTEM

It is important for students to be aware of the differences between the judicial system on one hand, and Marian University's Student Code of Conduct and the Student Conduct Process on the other.

Generally speaking, the courts have been reluctant to interfere in student conduct cases because of the recognition that student conduct processes are closely associated with the educational mission of colleges and universities. This is especially true in the case of private colleges and universities with a religious affiliation where the student conduct system is also a part of the moral and religious mission of the university.

Again, generally speaking, the primary legal requirement for the maintenance of a valid and legally enforceable student conduct policy is that the University's student conduct processes must be consistent with the legal standards for due process. In part, this means that the University has the responsibility to make information about its student policies and student conduct procedures available to all students, and in turn, disciplinary officers at the University are responsible for implementing and enforcing the procedures in the most consistent and fair manner possible.

The Student Code of Conduct is not intended to be an all-encompassing legal code that addresses all eventualities for student conduct. The fundamental principle of the standards is the expectation that students will strive to conduct themselves in a manner where there is an appropriate balance between freedom and responsibility to God, others, the University community and self. Therefore, unlike a legal statute, students are responsible to the University for their conduct even when the exact behavior in question is not specifically identified in the Student Code of Conduct, but is instead implied in the University's values and general standards for conduct. Responsibility for appropriate conduct, whether on or off-campus, falls on all students who are ambassadors of Marian University.

Similarly, the Student Conduct Process is not intended to be a court of law. In a criminal court, the legal standard for determining guilt or innocence often hinges on a prosecutor proving guilt "beyond a reasonable doubt." That kind of exacting burden of proof is well beyond the capabilities of any university conduct system. For that reason, the standard of determining responsibility for an alleged violation of the University's Student Code of Conduct is based on the "preponderance of the evidence." In other words, if after a review of the available evidence it appears to the University that it is more likely than not that a violation of University policy occurred, the student may be disciplined for an infraction of policy. A preponderance of the evidence is based on the more convincing evidence that is presented, and its probable truth or accuracy, and not on the sheer amount of evidence that is presented by any party.

Other important differences between the Student Conduct Process and the legal system include, but are not limited to, the following: a) there is no right to a public trial heard by a jury; b) there is no right to be represented by an attorney at conduct conferences, hearings or other disciplinary related proceedings; c) there is no right to cross examine witnesses, and in some cases at the discretion of the Dean of Students, there is no right to know the identity of those making allegations against you; and d) due to the confidential nature of student conduct processes, media and other public coverage of all kinds is prohibited.

Violations of the Student Code of Conduct are normally addressed in an individual conduct hearing between the student and the appropriate University conduct officer. The Student Conduct Process is confidential. Only individuals actually involved in the hearing may participate. Students are afforded the opportunity to have a consultant present for the purposes of providing support, although the consultant is not permitted to participate in the hearing or conference in any manner whatsoever. All those in attendance are prohibited from discussing the proceedings with the media and all media or other public coverage of the proceedings is strictly prohibited.

### APPLICATION OF THE STUDENT CONDUCT SYSTEM

Marian University's Student Conduct Process described herein applies to all enrolled Marian University students (undergraduate or graduate) who by the act of enrollment are responsible to be familiar with its content and abide by its policies, regulations and processes.

### PRESIDENTIAL AUTHORITY CONCERNING STUDENT CONDUCT

Nothing contained in this handbook shall limit the authority of the President of the University to administer discipline of all forms, including expulsion, to any student who has acted in a manner contrary to the rules and regulations of the University.

### STUDENT ELIGIBILITY TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES

At Marian University, eligibility to participate in extra-curricular activities is a privilege given to a student based upon whether or not the student has successfully met all the criteria for participation established by the University. Extra-curricular activities include intramurals, intercollegiate athletics, all performances sponsored by the University's music and theater department, student clubs and organizations and all activities sponsored by the Office of Student Life. To be eligible to participate in extracurricular activities students must successfully meet all of the following criteria:

- The individual must be enrolled as a student at Marian University (part or full-time);
- The student must be in good standing with the University with regard to all student conduct policies; and
- In addition to the criteria listed here, the student must also meet any additional eligibility requirements criteria required by the specific extra-curricular program in which they wish to participate.

Pursuant to the University's Emergency Suspension Policy (published in this section of the Student Handbook), the University reserves the right to immediately suspend the eligibility of any student to participate in extra-curricular activities when, at the sole discretion of the University, the student is determined to be a danger to others, or has been charged in criminal court with a felony or other crime considered to be contrary to the University's values and/or who is the subject of an internal University investigation into a serious violation of University policy.

### INVESTIGATION OF ALLEGED STUDENT MISCONDUCT

Except in those cases involving a violation of a University policy where the special conduct grievance process is utilized (e.g. the sexual misconduct policy, discrimination and harassment policy, and/or retaliation policy), the Dean of Students, and/or his/her designee are responsible to provide oversight for the investigation of all student conduct cases.

Any member of the University community may file charges against a student for misconduct. Charges shall be prepared in writing and directed to the Dean of Students, or designee. Any charges should be submitted as soon as possible after the event.

The Dean of Students, and/or his/her designee, may investigate to determine if the charges have merit or if they can be disposed of by mutual consent of the parties involved, on a basis acceptable to the Dean of Students. Such disposition shall be final and there will be no subsequent proceedings. If the matter cannot be disposed of by mutual consent, the Dean of Students and/or his/her designee, who may later serve as the ex officio, nonvoting, member of the Student Conduct Board.

As part of an investigation, the investigators are authorized to require any student believed to be knowledgeable about the alleged incident to submit him/her to appear for mandatory questioning, and multiple appearances may be requested and required. Students interviewed during the course of an investigation may be required to provide a written statement. Interviews may be recorded. The Dean of Students may appoint or enlist any University official to assist with an investigation. Any student who refuses to be interviewed, makes false statements, provides misleading information or otherwise withholds information or willfully hinders the University's investigation will be subject to conduct sanctions.

The Dean of Students may interview University employees and members of the public who may have information pertinent to the investigation. In the case where it appears that a criminal violation may have taken place, the Dean of Students may make a report to appropriate law enforcement officials. Investigative reports by legal authorities and legal records related the conduct at issue may be utilized in the University's investigation.

Notwithstanding an investigation of the student by law enforcement officials, Marian University reserves the right to pursue internal action that is independent of the outcome of any legal proceedings (whether civil or criminal). There is no time limit imposed upon Dean of Students to complete his/her investigation, and there is no statute of limitations. Investigations remain open for as long as necessary and students may be held responsible for their actions at any time.

#### DETERMINATIONS IN MATTERS INVOLVING MISCONDUCT

When the Dean of Students and/or his/her appointees concludes the University's investigation, one of two determinations will be made:

- If there is insufficient evidence to support the allegations, the charges against the student are dismissed. Both the accused and the individuals making the allegations will be notified of the outcome to the extent provided by the Family Educational Records and Privacy Act ("FERPA").
- If the investigator determines that the evidence supports the allegations made against the student, he or she will give formal notice to the accused student that he or she has been found responsible for a violation of University policy.

Notices of determinations will be delivered to the student's University assigned e-mail account, or determination may be settled during an administrative investigation hearing in which the student is present. It is the responsibility of the student to check his/her University e-mail account regularly. The assigned conduct officer is under no obligation to grant extensions for appeals if

the student has not checked his/her account on a timely basis. Once notified of the determination, the student must exercise one of the following options:

1. If the accused student accepts the determination of the assigned conduct officer, he/she is required to schedule a conduct hearing with the assigned conduct officer within three (3) business days.
  - a. At the hearing, the Dean of Students or his/her designee will meet with the student for the purpose of determining appropriate restitution and/or conduct sanctions. Generally, when a student elects to accept responsibility for a violation in this manner, sanctions will be reflective of this demonstration of responsibility.
  - b. The person making the allegations against the student will be notified of the outcome to the extent provided by FERPA.
  - c. Students who schedule a conduct hearing and fail to attend will be sanctioned by the Dean of Students and forfeit any right to appeal.
2. If the accused student wishes to contest the determination of the conduct officer, he or she must give notice to the Office of Student Life within three (3) business days of notice of determination.
  - a. Such notice shall be in writing on the form provided by the University for that purpose.
  - b. At the time the notice is turned in at the Office of Student Life, a hearing with an Appeal Board may be scheduled.
3. If the accused student does not schedule a conduct hearing with the assigned conduct officer, or request a hearing with an Appeal Board, then within three (3) business days, the Dean of Students and/or his/her will administer an appropriate conduct sanction to the student and the student shall forfeit any right to further appeal in the matter.

### DESCRIPTION OF THE STUDENT CONDUCT BOARD

The Dean of Students has the option of summoning the Student Conduct Board to hear a case, to consider an appeal and/or to render recommendations for sanctions. The board shall meet as necessary. If an appeal is submitted at a time when the Student Conduct Board is not available (e.g. during the summer months) the Dean of Students will consider the appeal and his/her determination will be final.

- If the Dean of Students calls the Student Conduct Board to render recommendations for sanctions, the Board's decisions will be presented to either the Dean of Students and/or his/her designee. The Dean of Students and/or his/her designee, may decide to apply the recommended sanctions or may amend them, and will then communicate the decision to the student.
- If the Dean of Students calls the Student Conduct Board to serve as a hearing body, their decision is communicated to the student by the Dean of Students and/or his/her designee, and any appeal may be made to the Dean of Students in writing within three (3) business days of the date on the sanction letter. The Appeals Process of this handbook will then be initiated.

### STUDENT CONDUCT BOARD MEMBERSHIP

Membership of this Board is appointed to serve by the Dean of Students and includes:

- One (1) faculty or staff member who serves as Chair of Student Conduct Board;

- Two (2) University faculty or staff members;
- One (1) student appointed by the Student Senate, preferably a Senator, but in cases where a Senator is not available, a currently enrolled Marian student will serve;
- One (1) additional student representative who must be a currently enrolled Marian student; and

The Dean of Students shall serve as the advisor to the board. Responsibilities of the advisor are:

- To provide orientation and training for board members;
- To serve as a resource to the chair of the board and other board members in regard to procedural questions during meetings and hearings; and
- To record the minutes of board meetings and hearings.

The term of membership on the board is one academic year, with the start date coinciding as much as possible with the beginning of the academic year, and closing at the end of the academic year in the spring.

Vacancies on the board during the course of the academic year will be filled as soon as possible. In the event a Board member removes him/herself from a hearing due to conflict of interest, the chair will coordinate with the Dean of Students to appoint a replacement. Board members may be reappointed to serve on the board in subsequent years.

The chair of the board shall be a voting member and responsible for ensuring that the proper protocol for hearings is followed.

### THE PROTOCOL FOR HEARINGS BEFORE THE STUDENT CONDUCT BOARD

The Dean of Students or his/her designee is responsible along with the board chair to ensure that the following protocol is adhered to prior to and during all hearings:

1. The chair of the board coordinates the hearing schedule with the Dean of Students.
2. A quorum of three is necessary for the board to conduct a hearing.
3. A board member with any conflicts of interest in relation to a case (e.g. a personal relationship with any party involved in the hearing) before the board is ethically bound to disqualify him/herself from hearing the case.
4. All hearings of the board shall be conducted in private and are closed to the media.
5. All board members are bound by the requirements of FERPA, and will be required to sign a confidentiality agreement that prohibits them from disclosing confidential student records or the proceedings of the hearing to anyone as stipulated by FERPA. The agreement also includes the provision that board members are prohibited from discussing the proceedings with any member of the media including Marian University student press.
6. Only members of the board, the advisor, the Dean of Students and/or his/her designee, the accused student(s), the complainant(s), witnesses, and support person may attend a board hearing. In some cases when complainants and or witnesses have been offered confidentiality by the Dean of Students, the board is obligated to restrict the appearance of those in attendance to separate times.

7. The advisor of the board shall record the minutes of all board meetings and hearings. Proceedings of the hearing may be audio recorded by the advisor with the exception of the board's private deliberations. Board members are not allowed to remove any of the records of the hearing from the room. At the conclusion of the hearing, the advisor will attach a copy of the minutes to the evidence presented in the hearing and a copy of the board's determination in the case. The minutes, recording, and evidence are the property of the University and will be maintained by the Dean of Students.
8. Each of those accused as well as each of complainant(s) may elect to have one person present for support at the hearing, provided written notification is given to the Dean of Students at least twenty-four (24) hours prior to the hearing. The support person can be a parent, guardian, academic advisor, or an attorney. The role of the support person is to provide support only. He or she is prohibited from addressing the board or participating in the hearing in any manner whatsoever. The support person may be asked to leave the hearing if they attempt to address the board. The University reserves the right to have legal counsel present at all hearings who may participate in the proceedings by providing legal counsel and advice to the board.
9. If the accused student fails to attend a scheduled hearing without valid excuse (as determined in the sole discretion of the board), the board shall decide based upon the information available, and the individual missing the hearing forfeits the right to a new hearing and any further appeal in the matter.
10. In the case where there is more than one student accused with the same offense associated with a single incident, the board may elect to hear the cases separately or as a group.
11. The Dean of Students or his/her designee shall present the findings of the University's investigation of the matter in question to the committee. The University's evidence shall be provided in the form of a written summary prepared by the Dean of Students, or his/her designee, outlining the charges and all evidence gathered in the investigation.
12. The Dean of Students will also include a summary describing the conduct status of the accused, including any previous written warnings and previous actions of the Student Conduct Board against the student, and any other prior violations of University policy. The Dean of Students or his/her designee shall be allowed a specific amount of time (normally not more than 5-10 minutes, but the time can be extended at the discretion of the board) to verbally summarize the information presented.
13. Similarly, the student charged with a violation shall present his or her evidence refuting the allegations, also in the form of a written summary. The accused student shall be afforded the same time period provided to the Dean of Students to verbally summarize the information for the board.
14. In order to be considered by the board, all statements made by witnesses must be eye-witness accounts to circumstances under question (i.e. not hearsay), and all testimony of witnesses must be signed by the witness. The testimony of any witnesses must include information about the witness' employment status, official responsibilities pertinent to the case, relationship with the accused if any and other information regarding any potential conflict of interest.

15. Statements from witnesses, as well as testimony in the form of character witnesses or expert witnesses based on hearsay are not permissible. It is useful, but not a requirement, for witnesses to be available at the time of the hearing to answer questions of the board. Board members have the option of questioning witnesses but it is not required. Witnesses who are present will be required to wait outside the room where the board meets until such time that they are called by the board. When the board has completed questioning a witness that witness will be dismissed from the room. Neither party will be permitted to cross-examine the testimony of any witness. Unless there are questions from the board for a particular witness, the witness will not be called upon to testify.
16. Once the board has reviewed the materials presented and questioned witnesses (if this option is exercised), board members may question the accused or the Dean of Students and/or his/her designee.
17. All procedural questions are subject to the final decision of the board advisor.
18. When the board has completed its questions of the participants in the hearing, the participants are excused to allow the board opportunity to deliberate in closed session. The board is charged with the responsibility to determine whether or not the individual is responsible for a violation of Marian University's Student Code of Conduct, and if so, to recommend what conduct sanctions should be administered.

The board has three options:

1. To dismiss all charges against the accused;
2. To concur with the finding of the Dean of Students and/or his/her; or
3. To determine the accused is responsible for violations other than those determined by the Dean of Students and/or his/her designee.

While meeting in closed session, the board shall consider only that evidence which has been presented in the hearing, and shall determine whether the accused is in violation of the University's policies. The board shall make its determination using the aforementioned "preponderance of the evidence" standard. Under this standard, if the available evidence supporting the allegation is determined to be adequate to make a reasonable conclusion of responsibility (what most likely occurred), the student should be found responsible and appropriate sanctions should be applied.

At an appropriate time, the chair of the board shall call for a vote of the board in order to decide. The first vote may be done by a show of hands on the questions before the board. In the case of a tie, further deliberations will be allowed and a secret vote shall follow. If the second vote results in a tie, the case will be referred to the Dean of Students for resolution without recommendation.

Once the board has come to a determination of responsibility, it will then make recommendations of sanctions to be applied.

All determinations of the Student Conduct Board are to be signed by the board members present. The accused, complainant(s) and the Dean of Students (and/or his /her designees) are informed of the determination(s) to the extent provided by FERPA.



When the Student Conduct Board is unable to decide in a case because of the inability to achieve a quorum or when the vote remains deadlocked, the determination in the matter will be made by the Dean of Students. The decision of the Dean of Students in these cases is final with the exception of those cases resulting in expulsion where a final appeal may be made to the President of the University. Appeals must be made in writing and received in the President's office within three (3) business days. The decision on an appeal to the President will be made by the President without any further hearing or appeal, and will be based solely on the record submitted at the board hearing.

### THE RIGHT TO APPEAL CONDUCT OFFICER/BODY

Students have the right to appeal hearing decisions. Requests for appeals must be made in writing/email within three (3) business days of the date on the sanction notification. After consideration, the Student Conduct Board Chair and/or Appeals Board Chair may request that the original hearing officer review and consider the new evidence, or the appellate body (defined below and determined by the nature of the original hearing) may choose to review and either uphold or revise the original decision. The decision of the original hearing officer (the Dean of Students and/or his/her designee) will be upheld on appeal if the decision is supported by a preponderance of the evidence. All matters of credibility are in the sole province of the person or persons hearing the case and are not a basis for appeal.

Students wishing to appeal must complete an Appeal Request Cover Sheet and state their grounds for appeal. Guidelines are provided to students to assist them in composing their appeal.

If the appeal is dismissed, the student is bound by the original decision and sanctions levied. If an appeal is not dismissed, the Appeal Officer and/or the Student Conduct Board has the authority to uphold the original decision, increase the original sanctions, decrease the original sanctions, or drop the case. Decisions by the appellate officer/board represent the final level of appeal.

The following information details the usual assignment of hearing officers, but a different hearing officer may be appointed at the discretion of the Dean of Students.

- The Hall Directors and Asst. Dean of Students for Residence Life normally hear conduct cases related to areas of the Student Code of Conduct related to residence life, unless he/she is directly involved in the case.
- The Dean of Students normally hears all cases referred by the Asst. Dean of Students for Residence Life, and/or all other alleged violations of the Student Code of Conduct.
- The accused student has the option of requesting the Student Conduct Board to hear a case within three (3) business days of the initial conduct hearing.
- The Dean of Students has the option of summoning the Student Conduct Board to hear a case, to consider an appeal and/or to render recommendations for sanctions.
- If the Dean of Students calls the Student Conduct Board to serve as a hearing body, their decision is communicated to the student by the Dean of Students and/or his/her designee and any appeal may be made to the Dean of Students in writing within three (3) business days of the date on the sanction notification.
- If the original hearing officer for the case is the Dean of Students and/or his/her designee, then the appeal may be made to the Student Conduct Board (by way of the board chair, which may be submitted to the Dean of Students) in writing within three (3) business days of the date on the sanction notification.



- If the original hearing body is the Student Conduct Board, then the appeal may be made to an Appeals Board (by way of the Dean of Students) in writing within three (3) business days of the date of sanction notification.

### APPEAL PROCESS

Following an initial review, the accused student may file a written appeal within three (3) working days of receipt of the determination of the initial conduct hearing. The primary documents reviewed by the appeals officer/board are:

1. The written decision and supporting documentation from the initial Conduct Hearing;
2. The Appeal Request Cover Sheet (must be submitted for appeal to be reviewed); and
3. The written appeal and any supporting documentation.

A written appeal should state clearly and specifically what change(s) the appellate officer/board is being asked to make. It is important to provide a supporting rationale for the requested change(s). That is, the written appeal must persuade the reviewer(s) that the proposed modification(s) will result in a better decision than that made in the initial conduct hearing.

After the appeal is submitted, the student may be invited to meet with the appellate officer/board. While a meeting is not required, students can use this opportunity to expand on the information submitted in the written appeal. It is important to note that the written document will be the primary basis for the decision rendered by the appellate officer and should therefore be clear and complete.

Appeals are based on one (1) or more specified grounds. Consequently, the written appeal should present compelling arguments that support the grounds for appeal. ***Note: the appeal is not a rehearing of the case, therefore it is important to focus on the point of the appeal and its grounds.***

The appellant should remember that it is his/her burden to convince the appellate officer/board that the decision from the initial review should be modified. Toward that end, the appellant should be sure to address the main points made in the original written decision.

If supporting documentation is provided, an explanation of its importance should be provided in the written appeal. Documents already in the conduct file need not be resubmitted, but should be referenced if they contribute directly to the rationale stated in the appeal.

The Chair of the Student Conduct Board and/or the Appeals Board will determine whether the accused student's appeal is valid, and then take appropriate action. If the Appeal is deemed not valid, the student will be notified within three (3) business days of receipt and the Appeals process ends.

If the Appeal is deemed valid, the Chair of the Student Conduct Board and/or the Appeals Board will distribute, via Marian email, the Written Appeal to appropriate Board members within three (3) business days of receipt. Board members may request to read through the accused student's Conduct File, but must adhere to University FERPA policies. The Chair or of Board may request to interview the accused student, who must comply with timelines provided by the Chair. Note that the Board is not required to interview the accused student. Board members will respond, via Marian email, within three (3) days of receipt, their response to the Chair, who will then notify

the Dean of Students and the accused student. The entirety of the process may take place via email. All decisions of the respective appellate board are final.

The makeup of the Appeal Board will be determined by the Dean of Students, though the Appeal Board will mirror the Student Conduct Board in structure. A faculty or staff member will serve as the chair of the Appeal Board.

### HEARING BY THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

In matters of purely academic concern, as opposed to those involving student behaviors, the Vice President for Academic Affairs, and/or his/her designee will assume jurisdiction. Such violations include, but are not limited to, academic cheating, plagiarism, or interference with academic process. The Vice President for Academic Affairs holds the due process information related to academic concerns.

### EMERGENCY SUSPENSION

The University reserves the right to immediately suspend any student on an emergency basis when:

- The student is believed by University officials to be a danger to others;
- A complaint or information is provided to the University providing credible information to suggest the student has engaged in conduct representing a flagrant disregard for the safety or dignity of others and/or the University's mission and values; or A student is charged with a felony or another serious crime by federal, state or local law enforcement authorities.

In such cases, the Dean of Students has the authority to immediately suspend the student. The extent of the suspension will reflect the gravity of the circumstances and may adversely impact any of the following:

- Eligibility to participate in extra-curricular activities;
- Eligibility to live in or be present in on-campus student residences;
- Eligibility to participate in specific University events or activities;
- Eligibility to use certain University facilities;
- Eligibility to attend specific classes; or
- Full suspension as a student from the University which may include suspension of the student's eligibility to be present on campus at any time during the suspension.

All suspensions executed by Dean of Students will indicate a duration of time for the suspension to last (although indefinite suspensions are allowed where facts and circumstances dictate), and may also be based upon a certain condition or set of conditions being satisfied, as judged by the University in its sole discretion.

Emergency suspensions made by the Dean of Students may be appealed to the President of the University. All appeals must be in writing and received in the President's office within three (3) business days from the time of the suspension. Any subsequent decision by the President will be final and binding on the student.

## **VIOLATIONS OF THE STUDENT CODE OF CONDUCT**

The listing below consists of the most common violations of the Student Code of Conduct. This list is intended to serve as a quick reference for students, staff, and faculty. The list is not

intended to serve as an exhaustive inventory of all student conduct violations. Some of the violations listed below are explained in greater detail elsewhere in this handbook. Students are advised to reference the entirety of this handbook for further explanation of student conduct standards at Marian University.

Violations for which the maximum sanction may be college expulsion:

1. Violation of written University Policy or regulations contained in any official publication or administrative announcement of Marian University.
2. Interference with the academic process or operations of the college.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person (See the Harassment section of this handbook for more information).
4. Furnishing false information to the University with intent to deceive, or to the University or any member of the University community with intent to defraud.
5. Theft, vandalism; or property damage.
6. Willful or negligent actions which endanger the health and safety of one's self or other persons.
7. Sale, use, distribution, manufacture, dispensing or possession of illegal drugs and drug paraphernalia (See the Alcohol and Drugs section of this handbook for more information).
8. Use or possession of explosives, firecrackers, smoke bombs, firearms, or explosive materials on campus property (See the Fire Safety section of this handbook for more information).
9. Abuse of the University Student Conduct System, including but not limited to:
  - a. Failure to obey the summons of a student conduct body or University official.
  - b. Falsification, distortion, or misrepresentation of information before a student conduct board;
  - c. Disruption or interference with the orderly conduct of a student conduct proceeding.
  - d. Institution of a student conduct hearing knowingly without cause.
  - e. Attempt to discourage an individual's proper participation in, or use of, the student conduct system.
  - f. Attempting to influence the impartiality of a member of a student conduct board prior to, and/or during the course of, the student conduct proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a student conduct board prior to, during, and/or after a student conduct hearing.
  - h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
  - i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.
10. **Harassment:** Any unwelcome conduct based on actual or perceived status including: sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status. Any

unwelcome conduct should be reported to campus officials or Title IX Coordinator, who will act to remedy and resolve reported incidents on behalf of the victim and community.

- a. Sanctions can and will be imposed for the creation of a hostile environment only when harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from Marian's educational or employment program or activities.
  - b. Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a civil rights grievance proceeding or other protected activity under this Code.
11. **Discrimination:** Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the University's educational program or activities.
12. Failure to abide by University policy on vehicle usage or obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored functions.
13. Misuse of the University computer system, including but not limited to:
- a. Unauthorized entry into a file, to use, read, or change the contents, or for any purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to interfere with work of another student, faculty member, or University official.
  - e. Use of computing facilities to send obscene or abusive message or other messages prohibited by the University's policy on electronic mail.
  - f. Use of the computing facilities to interfere with normal operation of the University computing system.
  - g. Failure to comply with the University's policies regarding the use of the internet and email system.
14. Behavior that would constitute a violation of local, state, or federal law on University property or off campus when such behavior has a substantial adverse effect upon the University or upon individual members of the University community (See the Student Responsibility section of this handbook for more information).
15. Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises.
16. Public intoxication, use, possession or distribution of alcoholic beverages except as permitted by Wisconsin law and University regulations (See the Alcohol and Drugs section of this handbook for more information).

17. Failure to comply with the direction of a University official or law enforcement acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
18. Misuse of or tampering with the fire alarm systems, fire extinguishers, or other security equipment (See the Fire Safety section of this handbook for more information).
19. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by the University.
20. Unlawful entry into University-owned property or University-leased property.
21. Consumption of alcoholic beverages on campus except as permitted by University policy and state law (See the Alcohol and Drugs section of this handbook for more information).
22. Failure to abide by the rules, regulations, policies, and directions relating to on-campus housing (See the Residence Life section of this handbook for more information).
23. Audio or video recording another Marian community member without their expressed permission.
24. Pledging or associating with a student organization without having met eligibility requirements established by the University.
25. Unauthorized use (including misuse) of Marian or organizational names and images.
26. Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.).
27. Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.
28. Smoking or tobacco use or use of vaping devices in any area of campus other than on perimeter sidewalks is prohibited.
29. Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside University buildings, including residence halls. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to University property caused by these activities.

## **SANCTIONS**

When it has been determined that a student was involved in violating a policy, a sanction or combination of sanctions is imposed. Sanctions give students an opportunity to grow, to become a better member of the community, and to be held accountable for their actions. Students who fail to comply with sanctions levied for violations of University policy may also receive additional sanctions and/or loss of privileges. At the end of the semester or upon graduation, any unfulfilled sanction obligations will be converted to monetary fines determined by the Dean of Students.

## SANCTIONS AND DISCIPLINARY STATUS

The conduct officer or Student Conduct Board determines and issues sanctions, considering the following:

- The seriousness/severity of the incident;
- The student's understanding of his/her responsibility/involvement;
- The rights of others in the community;
- The disciplinary record of the person(s) involved; and/or
- Any special/mitigating circumstances.

Sanctions imposed for violating the Marian University Code of Conduct include but are not limited to the following:

### DISCIPLINARY WARNING

The student is given written or verbal warning that further misconduct will result in more severe disciplinary action.

### EDUCATIONAL/DEVELOPMENTAL

The student is required to attend a program or counseling sessions; complete an online course; write an apology, paper or report; meet with a University official; and/or design a poster or bulletin board or other related activities.

### WORK ASSIGNMENT

The student is required to participate in a prescribed number of work assignment hours with the Marian University or general community. The type of work, location, and number of hours depend on the violation. The conduct officer has the discretion to assign work assignment hours in lieu of fines.

### RESTITUTION

The student is required to make payment to the University, or to persons or groups, for damages incurred. The amount of the damages will be billed directly to the student's account.

### FINES

Fines are assessed for various infractions and will be placed directly on the student's business account. The conduct officer has the discretion to assign fines in lieu of work assignment hours.

### RELOCATION

The student may be required to move to another room, floor, or residence hall.

### LOSS/LIMITATION OF PRIVILEGES

The student will lose residence hall and/or University privileges for a temporary or permanent period of time (e.g., loss of visitation privileges, loss of privilege to attend campus student activities, loss of privilege to participate on an athletic team, loss of lottery status for residence hall placement for the following year, being barred from residing in or entering a particular residence hall for a period of time, etc.).

### NO CONTACT

The student will be prevented from addressing or communicating with particular parties and/or individuals.

### RESIDENCE HALL PROBATION

The student will be placed on Residence Hall Probation; if found responsible for another residential or University violation, then the student may be removed from the residence halls either for a period of time (suspension) or permanently (expulsion).

### UNIVERSITY PROBATION

The student will be placed on University Probation; if found responsible for another residential or University violation, then the student may be removed from the University either for a period of time (suspension) or permanently (expulsion).

A student may also be banned from the residence halls while on University Probation.

### CLASS ONLY PROBATION

The student will be placed on Class Only Probation, if found responsible for another University violation, the student may then be removed from the University either for a period of time (suspension) or permanently (expulsion).

While on Class Only Probation a student may not represent the University in any public way without approval from the Dean of Students.

A student on Class Only Probation may be present on campus only to attend class. Other campus presence and involvement must be approved by the Dean of Students.

### DISMISSAL FROM THE RESIDENCE HALLS

The student is dismissed from the residence halls and must leave the residence halls within the period of time designated.

The student may apply to the Director of Residence Life and/or the Dean of Students to re-enter the residence halls after the period of dismissal has expired.

Dismissal from the residence halls automatically bans the student from entering the residence halls.

Any entrance to or attempt to enter the residence halls after dismissal will be viewed as trespassing and charges may be pressed against the individual.

Students dismissed from the residence halls are not entitled to any refund for room and board.

### DISMISSAL FROM THE UNIVERSITY

The student is dismissed from the University either for a period of time (suspension) or permanently (expulsion).

Suspension requires that if the student wishes to return to the University after the period of suspension then he/she must articulate in writing to the Dean of Students the student's intent to return and why the request should be granted.

Dismissal from the University will also result in being banned from campus either for the period of suspension or permanently in the case of expulsion.

Cases of expulsion result in permanent separation from the University.

Expelled students are not entitled to any refunds from the University.

*Note: More than one sanction may be imposed for any single violation. Other than expulsion, conduct sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential conduct record. Upon graduation, the student's confidential conduct record may be expunged of disciplinary action other than residence hall expulsion, University expulsion or suspension, upon application to the Dean of Students. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension or expulsion shall be expunged from the student's confidential record within five years after the final disposition of the case. All cases of suspension or expulsion shall be kept as permanent records in the student's confidential conduct record.*

#### PARENTAL NOTIFICATION

The University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. Marian may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

## **STUDENT RESPONSIBILITIES**

#### STUDENTS ARE RESPONSIBLE TO THE UNIVERSITY FOR THEIR CONDUCT

Each Marian University student is responsible to the University for his or her conduct whether on or off campus. It is the responsibility of each student, to act out of respect for the God-given dignity, welfare and safety of others; to comply with the University's policies and regulations; and to be a good steward of the University's name by acting in a responsible manner that is respectful of the University's Catholic and Agnesian mission, values and philosophy.

- Students who fail to conduct themselves in a manner consistent with the University's mission by failure to demonstrate an appropriate level of respect for the God-given dignity of others; those who endanger the welfare and safety of others; those who evidence a blatant disregard for the policies and regulations of the University; and those who conduct themselves in a manner contrary to the mission, values, and philosophy of the University are subject to student conduct sanction up to and including expulsion. In cases where action is less than expulsion, the Dean of Students shall have the authority in his/her sole discretion to determine the sanctions appropriate for the circumstances.

#### STUDENTS ARE RESPONSIBLE FOR THEIR CONDUCT ONLINE

Students using online social networking services such as Facebook, Twitter, Snapchat, Instagram, Tik Tok, etc., who post or appear in images, photos, video, or narratives (such as blogs) online that show or otherwise depict violations of the University's policies may be found responsible for violating University policies, and will be subject to disciplinary action up to and including expulsion. This policy applies whether or not the student intends to publicly post these materials, as long as the material which violates University policy is ultimately disseminated in a public forum and brought to the attention of the University.

#### STUDENTS ARE RESPONSIBLE TO THE UNIVERSITY TO BE LAW ABIDING

Each Marian student is responsible to the University to be law abiding at all times, whether on or off campus. Out of concern for the safety of other members of the Marian community, and also



acting out of its responsibility under its Catholic and Agnesian mission to facilitate the moral development of its students, the University reserves the right to take all reasonable and appropriate student conduct sanction it deems necessary, up to and including expulsion, with regard to any student who violates any federal, state or local laws while enrolled as a student at Marian University.

Once an applicant is admitted and enrolls as a student at the University, he/she is required to promptly inform the Dean of Students if he/she is cited for, charged with, is under investigation for, or arrested for or convicted of any criminal or legal violation occurring on or off campus. For purposes of this policy, “any criminal or legal violation” includes all criminal offenses, including all alcohol and drug violations as well as any order from a court to avoid contact with another person. Non-criminal traffic offenses such as parking tickets and speeding violations are not included.

Student conduct sanction initiated by the University in response to any conduct that is also the subject of action by law enforcement authorities or the criminal courts is independent of any civil or criminal action and may proceed before, during or after any civil or criminal legal proceedings.

The Dean of Students or the appropriate student conduct officer has the authority to determine an appropriate conduct sanction for any legal violation. Dismissal of civil or criminal legal proceedings does not obligate Marian University to dismiss student conduct proceedings related to the alleged offense.

Marian University reserves the right to use information about legal violations and criminal history to make decisions about the individual’s enrollment and student status at the University to the fullest extent permitted by law.

- Failure on the part of an enrolled student to promptly, fully and accurately provide information to the Dean of Students as well as those that provide incomplete or false information, and those who refuse to provide law enforcement or court documents as requested by the University shall be subject to student conduct sanction up to and including suspension or expulsion. This shall include all criminal offenses and all alcohol and drug law violations. The conduct sanctions that apply will be determined by the student conduct officer and will be based upon the nature of the legal violation/criminal conduct involved.
- Any legal or criminal violation by a student on or off campus is considered a violation of the Student Code of Conduct. Any criminal or legal violation includes all criminal offenses and all alcohol and drug law violations. Non-criminal traffic offenses such as parking tickets and speeding violations are not included. Violators are subject to student conduct sanction at the University. The conduct sanctions that apply will be determined based on the nature of the legal violation/ criminal conduct involved.

**Court Ordered Protection Orders:** Each student is responsible to promptly notify the Dean of Students of any instance in which the student has been ordered by a Court to refrain from contact with another member of the Marian community. Any legal or criminal violation by a student on or off campus is considered a violation of the Student Code of Conduct. Violators are subject to student conduct sanction.

- A student ordered by a Court to refrain from contact with any other member of the Marian community (e.g. a court ordered victim's protective order or other restraining order) may be subject to Marian University's emergency suspension policy for as long as the court order is in effect.

**Felony Charges:** Because of the serious nature of felony level offenses the University reserves the right to take appropriate action to protect members of the Marian community from students cited or charged with or convicted of a felony-level criminal offense.

- A student cited or charged with a felony level criminal violation may be subject to immediate application of the Marian University's emergency suspension policy until such time as the University makes a final determination in the matter. In such a case, Marian University reserves the right to wait until all legal proceedings have been resolved before completing its own investigation and coming to a final determination in the matter.

## **ALCOHOL AND DRUGS**

### ALCOHOL

Use, possession, or distribution of alcoholic beverages or paraphernalia, except as expressly permitted by law and the University's Alcohol Policy, is prohibited.

1. Individuals prohibited from the consumption or possession of alcohol, as defined by Wisconsin law, cannot consume or possess alcohol while at Marian University or University-sponsored events. This restriction also applies to the individuals' guests, regardless of age, as it pertains to the presence of alcohol in the residence facilities;
2. Individuals who are under the age of 21 in the presence of alcohol will be considered in violation of the Marian University Alcohol Policy, which may include a violation of the Implied Consent Policy;
3. Individuals, parents, employees, and/or members of organizations who are 21 or older must refrain from sharing, giving, purchasing, serving, or encouraging the consumption of alcohol by anyone less than 21 years of age. Students or employees who violate this policy will be subject to the University's disciplinary proceedings and/or civil proceedings. Please be advised, parents or legal guardians who provide alcohol to students on campus are doing so without the permission of the institution and are therefore violating the law. Further, the student accepting the alcohol is not exempt from the alcohol policy and any consequences of violating it;
4. Individuals who provide alcohol or participate in functions where alcohol is served are responsible for the safety and welfare of their University peers and/or guests who are consuming alcohol;
5. Social events where alcohol is served must be served by a contracted, professional bartender. All events where alcohol is served must be approved by the President's office in advance;
6. Full-time and part-time professional staff of Marian University (excluding student workers) are not allowed to provide or consume alcohol with students, regardless of the student's age. This policy applied to both on and off campus events, functions, or gatherings, including study abroad trips.

7. Inappropriate behavior resulting from the consumption of alcohol (i.e. public intoxication) will result in disciplinary action against the students and/or organization;
8. Creating, offering, or engaging in drinking games or other behaviors designed for the purpose of rapid and/or excessive consumption of alcohol is prohibited. At no time should activities that encourage excessive drinking or lead to the endangerment of the individuals take place in the residence facilities or on University property;
9. Kegs or similar containers of alcohol (including beer bong, coolers, Rubbermaid containers, and other large volume containers) are not permitted on campus at any time unless approved by the Dean of Students;
10. Bars or any bar-type structures are not permitted in any residence facility; and
11. Open containers of alcohol (including, but not limited to: bottle, can, cup, case, or box) in publicly shared areas (the grounds, hallways, study lounges, classrooms, etc.) are strictly prohibited.

### ALCOHOL AND DRUGS: IMPLIED CONSENT

- Implied Consent: Marian University holds all students who are in a room or area responsible for the behavior that occurs there, for objects that are there, and for damage that occurs there. This interpretation will be enforced regardless of how long the students have been in the area and whether or not the student is observed participating in the behavior or the possession.
- If a student enters an area where a policy violation is occurring or begins occurring, the student should immediately leave. The violation may be reported, anonymously, to a staff member. By remaining and doing nothing, the student acknowledges participation in the policy violation. If a student is a resident of that room, the University will hold the student responsible regardless of his/her actual presence, unless it is demonstrated that the students had no knowledge of the incident or that he/she reported to tried to break up the gathering.

### ALCOHOL AND DRUGS: SANCTIONS

If students are found to be responsible for an alcohol or drug violation, sanctions imposed will have two primary goals: first, that the student receive some form of treatment and/or education for alcohol and/or drug use depending upon the severity of the offense; and second, that the student make some form of restitution to the community.

While sanctions vary depending upon the circumstances of every case, conduct officers will generally assign the following sanctions for alcohol and/or drug use on campus:

1. **Educational/Developmental:** The student is required to attend a program, counseling sessions, or complete an online course as appropriate (Marian utilizes Vector Solutions for online coursework);
2. **Fines:** The student is required to pay a fine, including the cost of online counseling programs, which is placed on the student's account with the Business Office. Fines begin at a minimum of \$25 and may increase depending upon the severity of the offense and if the student has prior offenses. Alternative fines, such as purchase of canned goods to be donated to a local food bank or student pantry, may be permitted at the discretion of the conduct officer.
3. **Probation/Suspension/Expulsion:** Any student found responsible for an alcohol and/or drug offense will be at a minimum be placed on University Probation (see Sanctions

section of this handbook for more details). Depending on the severity of the offense and if the student has prior offenses, sanctions up to and including suspension and expulsion may be imposed.

### MARIAN UNIVERSITY MEDICAL AMNESTY POLICY FOR ALCOHOL AND DRUG OVERDOSE

Students seeking help for inebriation, overdose, or potential addiction shall be treated in complete confidence and are not subject to student conduct hearings, provided the sole reason the University discovers this arose from his/her seeking medical attention or other professional assistance. Additionally, a student seeking similar assistance for a fellow student will be exempt from student conduct hearings in consideration of his/her efforts to assist another in need of help.

### ALCOHOL AND DRUGS: HEALTH RISKS

The following summarizes known health risks associated with the use of drugs and the abuse of alcohol. Part of the summary was provided by the federal government. Marian does not guarantee that it is an error-free or exhaustive accounting.

#### EFFECTS OF ALCOHOL ABUSE

**Acute:** Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident.

Accidents are the leading cause of death among individuals aged 15-24 years. Most are related to drinking and driving. Poor decisions and aggressive actions such as acquaintance rape are almost always associated with alcohol use. Low to moderate doses of alcohol increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

**Chronic:** Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Some studies indicate that brain cells are permanently killed by high levels of alcohol.

Women who drink alcohol at any time during pregnancy may give birth to infants with fetal alcohol spectrum disorder. These infants may have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics.

### ILLEGAL DRUGS

The use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the University's Drug Policy. The illegal

possession of drugs or identified paraphernalia, in accordance with state and federal laws, is strictly prohibited;

1. University personnel descriptions of a student whose self or clothing carries a distinct odor of a drug (i.e. marijuana) may be considered evidence
2. Violations of this policy will be reported to law enforcement officials and/or be handled through the Student Conduct Process; and
3. Prescription Medications. Abuse, misuse, sale, or distribution of prescription or over-the-counter medications is prohibited. Any prescription drug not found in its original container with the individual's name is strictly prohibited.

Drugs are defined as, but not limited to:

- any stimulant;
- intoxicant (other than alcohol);
- nervous system depressant;
- hallucinogen;
- other chemical substance, compound or combination when used to:
  - induce an altered state; and/or
  - including any otherwise lawfully available product (such as over the counter or prescription drugs) used for any purpose other than its intended use.

### FEDERAL LAWS AND PENALTIES REGARDING DRUG TRAFFICKING

Federal laws also apply to trafficking in controlled substances. An outline of the penalties for violations of these laws may be found at the [Justice Department](#).

### DRUG CONVICTION AND FINANCIAL AID

If a student is convicted in a court of law for possessing or selling illegal drugs while receiving federal student aid, this action may negatively affect the student's future eligibility to receive such aid. Please contact the Office of Financial Aid to discuss the students' aid eligibility.

### EFFECTS OF OTHER DRUGS

**Marijuana:** Marijuana and related compounds are usually used for their "relaxation" effects or to produce an altered sense of reality, a "high." Marijuana is usually smoked, and, like tobacco, it is very toxic to the lungs. Memory loss and mood shifts often occur in chronic users.

**Cocaine (stimulant):** Cocaine, crack, and related forms are usually used for stimulation and to produce a sense of euphoria. All forms of cocaine are highly addictive, producing a habit that is extremely difficult to stop. In some individuals, cocaine may produce fatal cardiac rhythm disturbances.

**Amphetamines (stimulant):** Amphetamines and their new derivatives, "meth," "crystal" and "ice," are used for stimulation. These compounds are very addictive and may produce psychotic and violent behaviors. Other effects may include heart arrhythmia, high blood pressure, and stroke.

**LSD, PCP, ecstasy, spice, et al. (hallucinogens):** These chemicals are used to produce "altered states" to escape reality. They are very dangerous and can cause psychosis. Spice, K-2, Baths Salts and other synthetics can cause vomiting, panic, psychosis, kidney failure &/or heart attack.

**Benzodiazepines and Barbiturates (depressants):** These and other prescriptions are used for their sedative or hypnotic effects. They are addictive. Individuals can have seizures after taking them over long time periods. Combined with alcohol, they can cause respiratory failure.

**Heroin (narcotics, codeine, etc.):** These are some of the most addictive substances known. They produce a high or euphoria. Withdrawal can produce convulsions or even coma. Overdose is common and can result in death. Addicts of these substances who share these needles have high rates of AIDS.

This is not an exhaustive list. Many medications and drugs have the potential for abuse. If you have concerns or questions, ask for professional advice. For further information refer to [SAMHSA](#)

### SUBSTANCE ABUSE TREATMENT PROGRAMS

Marian's Counseling Services or the Office of Student Life can make referrals. In addition, Marian provides programs and materials aimed at alerting students to the problems involved with alcohol abuse and the use of illicit drugs. However, the chief resources for the treatment of substance abuse are the professional agencies, clinics, and self-help groups located within your area. [Online National Treatment Locator](#)

## **THE MARIAN ID CARD**

Each student is responsible to obtain a Marian ID card and carry it on their person at all times while on Marian University property or at University sponsored activities.

In the event an ID card is lost or stolen, students are asked to immediately notify the proper university officials in the Office of Student Life. There is no charge for the first Marian ID card. Students are also responsible for paying a replacement fee (\$25) in the event it is necessary to reissue an ID card. The replacement fee applies regardless of whether or not the card was lost or stolen. The Marian ID is good for the entire period you are affiliated with Marian University. Upon withdrawal or termination; you are required to return the Marian ID to Office of Student Life, HSC 103.

The Marian ID serves as the following:

- Meal Card in HSC Dining Hall and Common Grounds;
- Access to Marian University buildings;
- Library card to the Cardinal Meyer Library;
- Admission to University events, including athletic events; and
- Visitation pass to University residence halls.

### MARIAN ID CARD POLICIES

1. Students are required to present their Marian ID to university officials, authorized campus security officers and law enforcement officials when requested to do so. The University reserves the right to deny a student admission to an event and/or to require him/her to leave an event if the student is unable or unwilling to present his/her Marian ID when asked.

2. Individuals who refuse to identify themselves or present false identification will be reported to law enforcement authorities. If the individual is later determined to be a student, that student is subject to conduct sanction.
3. Students are prohibited from altering or tampering with Marian ID in any way and/or manufacturing false Marian ID Cards.
4. Students are prohibited from allowing another person to use his/her Marian ID Card for any purpose.
5. Students are prohibited from being in possession of another person's Marian ID Card and/or using another person's Marian ID Card for any reason

## **COOPERATION WITH UNIVERSITY OFFICIALS**

Students are responsible to cooperate with university officials and comply with all directives of university officials and security personnel who issue the directives within the context of their official responsibilities. This includes cooperating with university officials and/or law enforcement officials who investigate possible violations of the Student Code of Conduct or other university policies and/or investigations related to possible violations of the law.

1. A student who refuses to or fails to comply with the directive of a university official, university authorized security personnel or law enforcement official is subject to conduct sanction.
2. A student who refuses to be interviewed as a part of a university investigation or one who provides false or misleading information or withholds information during an investigation is subject to conduct sanction.
3. Providing any university official with false information (including but not restricted to false names, halls, rooms, age, licenses, student IDs, parking permits, etc.) is not permitted.
4. Possession, production or distribution of false documents is prohibited.

## **MARIAN UNIVERSITY MEDICAL AMNESTY POLICY FOR ALCOHOL AND DRUG OVERDOSE**

Students seeking help for inebriation, overdose, or potential addiction shall be treated in complete confidence and are not subject to student conduct hearings, provided the sole reason the University discovers this arose from his/her seeking medical attention or other professional assistance. Additionally, a student seeking similar assistance for a fellow student will be exempt from student conduct hearings in consideration of his/her efforts to assist another in need of help.

## **FIREARMS, WEAPONS, AND OTHER DANGEROUS MATERIALS**

Marian University prohibits the use, possession, display or storage of any weapons, ammunition, explosive device, or fireworks on University property or at University events. This includes Marian University housing, parking areas, and private vehicles parked or operated either on campus or at any off-campus facility owned, leased, or operated by the University. This policy applies to all persons, including faculty, staff, students, spouses, dependents, and visitors. This



policy shall not apply to law enforcement officers or federal agents authorized to carry weapons by their governmental agency.

Students in possession of unauthorized weapons, ammunition, explosive devices, or fireworks on campus may, depending on the circumstances, be subject to conduct sanction up to and including expulsion from Marian University. All weapons, ammunition, explosive devices or fireworks discovered in student possession, private vehicles or property, will be confiscated by University officials (Student Life or Security) and the decision on the return of the confiscated items rests solely with the Dean of Students. In addition, the individual may also be subject to criminal prosecution.

### DEFINITIONS

For the purpose of this policy the following definitions will apply:

- **Weapon:** Any object or substance designed to inflict a wound, cause injury, or incapacitate, including without limitation all firearms, BB guns, air guns, pellet guns, paint guns, cross-bows, long bows, swords, martial arts weapons, brass knuckles, switchblade knives, knives with blades five inches or more long, Tasers, and chemicals such as tear gas or pepper spray, but excluding normally available over-the-counter self-defense repellents. Also prohibited are replica or imitation firearms including toys.
- **Fireworks:** Any fireworks, fire crackers, sparklers, rockets of any propellant-activated device whose intended purpose is primarily for illumination.
- **Explosive:** Any dynamite, nitroglycerin, black powder or other similar explosive material including plastic explosives.
- **Ammunition:** Is any material capable of being projected by a weapon and makes the weapon operational.

### **ABSENCE/ILLNESS**

Students who are ill or cannot get to class because of inclement weather should first contact their instructor(s) via email or voicemail, especially if they will be missing an exam. In the case of a lengthy illness, emergency, or death in the family, the Office of Student Life should be contacted at 920-923-7666.

### **ACCESSIBILITY RESOURCES**

Marian University, in accordance with its Mission and Core Values is dedicated to maintaining an inclusive and accessible educational environment which ensures individuals with disabilities an equal opportunity to participate and benefit from its programs, services and activities.

To ensure equal access to its programs, services and activities, the University is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, academic adjustments (inside or outside the classroom), and/or modification to the University's policies and procedures, to qualified individuals with disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program or activity.



For additional information on Marian's Policy Applying to Nondiscrimination on the Basis of Disability or to request accommodations, contact the Director for Accessibility Resources at the Center for Academic Support & Excellence, Administration Building Room 218

## **ATTIRE**

Students are required to dress appropriately when attending classes or visiting campus buildings. Shirts and shoes are required in all campus buildings, with the exception of residence facilities.

## **CAMPUS DINING**

Campus Dining, located in the Hornung Student Center, serves the daily dietary needs of Marian University students and coordinates all special food and beverage requests on campus.

### MEAL PLAN

Every Marian University residential student is required to have a meal plan. All first-year students are required to have one of the unlimited meal plans. Upper class students living in residential facilities that provide a full kitchen, may choose any of the four meal plans: 75 Meal Plan plus 60 points, 180 Meal Plan plus 300 points Unlimited Meal Plan plus 60 points or the Unlimited Meal Plan plus 160 points.

All meal plan changes must take place before the add drop dates of each semester. If students wish to change meal plans, they must email the Student Life Operations Coordinator Joscelyn Deanovich at 920-923-7622 or [jmdeanovich06@marianuniversity.edu](mailto:jmdeanovich06@marianuniversity.edu) stating they wish to change their meal plan and also what plan they want to receive. Unused meals from the fall semester are forfeited if the student does not purchase a meal plan for the spring semester. It is the student's responsibility to utilize his/her meal plan effectively.

### COMMON GROUNDS

Common Grounds is located in the Todd Wehr Alumni Center. Common Grounds offers coffee and beverage items, bakery items, made to order sandwiches, salads, chips, and soups. During Common Grounds hours, the full menu is available, including fresh, made to order subs. All items sold can be purchased with cash, credit, debit, or Snack Points.

### HSC DINING ROOM

The Dining Room is located in the Hornung Student Center. Students with an Unlimited Meal Plan can enter as often as they please and enjoy a wide range of menu options in an all-you-care-to-eat format. During hours between meal periods, limited stations are open. Students are required to swipe their student ID card each time they enter the HSC Dining Room. Meal swipes, cash, credit, debit, and Snack Points are accepted for payment in the HSC Dining Room.

Any person entering the dining facilities must wear appropriate apparel. A shirt must be worn, also shoes or slippers with hard soles; bare feet are not permitted. Throwing food or causing disarray in the dining area is strictly prohibited, as well as playing personal sound-producing devices (i.e. iPods, stereos, computer or cell phone speakers) and bringing carry-ins (food/beverages). Marian also asks that all utensils and dishware stay in the dining room.

## CAMPUS SAFETY

Marian University prides itself on providing a safe environment for its students and employees. Prevention and vigilance assist the entire University community in ensuring this safe environment. It is recommended that all members of the University community are attentive to general safety around campus.

The cooperation, involvement, and personal support of all members of the Marian University community are crucial to the success of the campus safety program. Everyone must assume responsibility for his/her own personal safety and security of personal belongings by taking precautions.

### GENERAL SAFETY AROUND CAMPUS

The following are recommended safety steps:

- Report anyone who behaves suspiciously to Campus Safety.
- Never prop open doors.
- Never leave belongings unattended in a lounge or common area.
- While in class, lab, or the library, keep personal belongings in view.
- Avoid using stairs in remote sections of buildings.
- Avoid working or studying alone in a building at night.
- If being followed, act suspicious. To discourage the follower, look back frequently, change directions, or vary walking pace.
- Stay in well-lit areas and away from alleys, entryways, and bushes.
- If a purse or handbag must be carried, keep it close to the body.
- Walk with a buddy whenever possible. Campus Safety is available for escorts to and from locations. To contact Campus Safety, call 920-923-8950.
- Stay near other people. Avoid shortcuts through parks, vacant lots, and other deserted places.
- Be aware of the locations of emergency poles on campus.

### CRISIS PLAN

Marian has a crisis plan to better enable the University to protect and support guests and members of its community; enhance the University's ability to communicate with internal and external constituents; enhance the ability of the University to quickly recover from loss or damage to facilities, equipment, or grounds; facilitate the continuation of University business operations and/or University business recovery procedures; assure compliance with regulatory requirements of federal, state, and local agencies; and enable the University to utilize multi-perspective approaches in an organized manner to generate creative problem-solving solutions in a crisis. To review the entire policy, refer to the Emergency Information tab on MyMarian.

### EMERGENCY EVACUATION PROCEDURES

In an emergency situation (fire, bomb threat, explosion, etc.) the following steps should be followed:

1. Shut all windows.
2. Leave lights on.
3. Wear shoes.
4. Take towel to cover face in case of fire.
5. Close doors but leave unlocked.

6. Walk quickly to nearest exit; do not use the elevator.
7. Remain calm.

Failure to evacuate the premises within a reasonable time, to cooperate with University personnel, or to prematurely re-enter the building when alarms sound may result in disciplinary action.

### AEDS

Automated External Defibrillators (AEDs) are located in the Administration Building, Courtyards, Ben Sadoff Gym, Hornung Student Center, Naber Hall, Regina Hall, Stayer Center, Lenz Field House, Dr. Richard and Leslie Ridenour Science Center, CY 6, Cedar Creek 779 and Agnes Center.

### EMERGENCY SITUATIONS

Students should report emergency matters requiring immediate attention. Depending on the situation, emergency situation calls should be made to the Residence Hall Director, One-Stop, or Campus Services (for plumbing, mechanical, or structural issues). Emergency situations include serious accidents, illness, serious policy violation, plumbing, or electrical failure and similar matters. Critical situations should be reported directly to the Fond du Lac 911 emergency line. After a 911 call is made, notify Campus Safety.

## **FIRE SAFETY**

All students are responsible to comply with the following procedures and policies that have been established to reduce the risk of fire and to protect lives.

### FIRE ALARM EVACUATION

It is the responsibility of students to immediately evacuate any campus building (including all residence halls) when a fire alarm sounds. If the alarm has been activated because of a fire, the building can quickly fill with smoke, individuals who delay exiting the building put their own lives in jeopardy as well as the lives of those who must attempt to rescue them in the event of an actual fire.

Students who live in a residence hall should follow the evacuation plan established for their hall and meet at the pre-determined location so emergency workers can be sure that all residents have been evacuated. **For this reason, it is a violation of the Student Code of Conduct to fail to evacuate a campus building when a fire alarm sounds. Violators are subject to conduct sanctions which will include a minimum fine of \$50 (this will increase by \$50 for each subsequent violation).**

In the event of a fire, the following steps should be followed:

1. If a fire is sighted or suspected, the nearest alarm should be sounded immediately. If time permits, call 911 and notify authorities of the exact location of the fire. Everyone should maintain their own safety at all times.
2. Do not, under any circumstances, use an elevator when a fire has been sighted or when a fire alarm is sounding.
3. Exit the building quietly and quickly from the nearest hallway or stairwell.

4. If any person is not accounted for, notify Marian University personnel.
5. Persons may return to the building only after an all-clear signal has been given by Campus Safety or Fire Department personnel.
6. Persons should familiarize themselves with emergency exits and fire alarm locations.

### FIRE ALARMS, FIRE EXTINGUISHERS, AND SMOKE DETECTORS

Activating a fire alarm when there is not an emergency is a malicious act that is illegal (in Wisconsin it is a misdemeanor) that endangers the life of others because it causes people to question whether or not a real emergency exists when a fire alarm sounds. **Violators will be reported to law enforcement officials for possible prosecution and will also be subject to conduct sanctions which will include a minimum fine in the amount of \$150.**

Discharging a fire extinguisher when there is not a fire is a malicious act that is illegal because it endangers life and it causes costly damage. For these reasons, discharging a fire extinguisher is considered a serious violation of the Student Code of Conduct. **Violators will be reported to law enforcement officials for possible prosecution and are subject to conduct sanctions including a minimum fine in the amount of \$150 in addition to any additional costs incurred by the University.**

Tampering with or disabling any fire safety device including but not limited to: fire alarms, heat and smoke detectors is a malicious act that is illegal and endangers the life of others. If a device is malfunctioning, the student is responsible to make an immediate report to university officials. **Violators will be reported to law enforcement officials for possible prosecution and will be subject to conduct sanctions which will include making restitution for any damage caused, a minimum fine of \$150, and possible university probation.**

### CANDLES, INCENSE, BON FIRES, AND GRILLS

- The number one cause of fires in residence halls is unattended burning candles. Students are prohibited from possessing any candle that can support an open flame. Candles that have been manufactured or altered (by cutting or removing the wick) so they do not support a flame are permitted.
- Students are prohibited from burning incense, tobacco, sweet grass, sage, or any other combustible material in any campus building without prior authorization from the appropriate university official. This prohibition specifically applies to all campus residences. In the case of all campus residences, the appropriate university official is the Dean of Students. In classrooms, it is the instructor.
- Students are prohibited from starting any type of fire on University property without prior approval from the Dean of Students and an outdoor fire permit has been obtained.
- Outdoor barbequing is permitted in barbeque grills unless government officials issue a fire ban due to fire danger during dry conditions. Students may use the Student Life grill, but must obtain permission from the Director of Student Involvement. Students who use barbeque grills are responsible to ensure: the grill is attended at all times when in use; the grill is properly extinguished when done and that the area is properly cleaned. Students are prohibited from storing propane and lighter fluid in campus residences.

## **ACADEMICS**

### **CLASSROOM AND CAMPUS EXPECTATIONS**

Students are encouraged to maximize the learning experience offered through Marian University. Ideal learning takes place in environments where trust, mutual respect, and active engagement are valued and observed by all participants. Students enrolled at Marian University are expected to conduct themselves in a manner appropriate to a professional setting. Students are expected to be respectful of the learning environment established by the instructor. No student has the right to be disruptive, disrespectful, or uncivil in their conduct – including language – in any setting at Marian University. A student who is deemed to be inappropriate in the classroom may be asked to leave the class for a session or more or may be administratively withdrawn by University officials.

### **OFF-CAMPUS EDUCATIONAL ACTIVITIES AND INTERCOLLEGIATE ATHLETIC CONTESTS**

Participation in off-campus educational activities and intercollegiate athletic contests is considered to be an integral part of the Marian educational experience. Accordingly, faculty are required to provide students the opportunity to make up course work associated with absences due to participation in such activities. Students are responsible for informing instructors in advance of any such anticipated absences and for making arrangements to make up any work missed as a result, in accordance with instructors' policies as stated in course syllabi. This policy may result in a student being required to complete an assignment or take an examination earlier than the specified date. Students' grades may not be penalized solely for absences due to participation in such University-sponsored activities, provided that students meet their responsibilities with respect to notification and completion of makeup work.

Exceptions: Some instructional activities such as seminars, language practica, and clinicals involve interaction among students and with professionals as an intrinsic part of the educational experience. These interactions may not be susceptible to make-up activities.

## **ACADEMIC SUPPORT AND STUDENT SUCCESS SERVICES**

### **OFFICE OF STUDENT SUCCESS AND ACADEMIC SUPPORT**

Academic Advising All undergraduate degree-seeking students are assigned an academic advisor to assist the student in planning their completion of an academic program.

Students are expected to meet with their academic advisor periodically throughout each semester for help in selecting courses and making any major decisions regarding their academic program, academic requirements, goals, and/or career plans. It is the responsibility of all students to know and observe all the regulations and requirements that apply to their program(s). Academic advisors assist students with decision-making, but final responsibility rests with students. All academic advising related questions should be referred to the student's academic advisor or the Director of Academic Advising and EXCEL.

### **ACADEMIC SERVICES**

Available services include study groups directed by staff and student leaders, individual tutors, and assistance with study skills (i.e. time management, goal setting, preparing for and taking tests, using support systems within the University). Information and assistance is available in the

Office of Student Success and the Learning and Writing Center. Other resources include Kurzweil 3000, text to speech program, free and available to Marian University students.

### ACADEMIC TESTING

Academic Testing oversees the following exams:

- Accuplacer Placement Assessments (math, reading, writing)

### MARIAN UNIVERSITY ACCESSIBILITY

Resources Marian University, in accordance with its Mission and Core Values is committed to providing an accessible and inclusive living/learning environment which ensures equal opportunity to qualified students with disabilities.

The mission of Accessibility Resources is to partner with students and the campus community to maintain an accessible living/learning environment, where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Students needing accommodations to fully participate in living and/or learning at Marian University, or students with questions pertaining to disability, please contact Accessibility Resources at: [Accessibility@marianuniversity.edu](mailto:Accessibility@marianuniversity.edu) 920-923-8951, Agnes Hazotte Hall Room A-212.

Students with disabilities or temporary impairments complete the following steps to obtain reasonable accommodations:

- Contact Accessibility Resources to discuss disability, the impact and/or symptoms of disability, identify barriers and potential reasonable accommodations.
- Submit appropriate documentation by a qualified professional.
- Engage in an interactive process to determine reasonable accommodations.
- Reasonable accommodations are determined on an individualized basis, as supported by students' self-report, appropriate documentation and professional judgement. Requests for reasonable accommodations are reviewed on a semester-by-semester basis and granted as supported by the documentation and individual needs.
- It is strongly recommended that requests be made at least 2-4 weeks in advance of when they are needed in order to avoid delays that could potentially impact participation in a program, service, or activity. All information is regarded as confidential.

### STUDENT COMPLAINT FORM

Students with disabilities who believe they have been discriminated against on the basis of disability are encouraged to address their complaints informally and directly with the individuals with whom they have concerns. Where the informal process proves unsatisfactory, students may submit a student complaint form <https://www.marianuniversity.edu/student-complaint-form/>

For questions or concerns related to the non-discrimination policy, please contact Lisa Olig, Section 504/ADA Coordinator and Compliance Officer [lmolig65@marianuniversity.edu](mailto:lmolig65@marianuniversity.edu) or 920-923-8951.

### STUDENTS WITH TEMPORARY IMPAIRMENTS

Students with temporary impairments due to injury and/or surgery may request reasonable accommodations on a short-term basis. Peer Tutor program Tutoring is available free of charge to



registered students. Please contact Accessibility Resources at:  
[Accessibility@marianuniversity.edu](mailto:Accessibility@marianuniversity.edu) 920-923-8951, Agnes Hazotte Hall Room A-212.

### SERVICE ANIMALS

ADA rules define “service animal” as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Service animals are permitted to accompany individuals with disabilities to all areas of campus where students are normally allowed to go.

### UNDECLARED PROGRAM

The Office of Student Success assists students who may be uncertain about their choice of a career field and/or major. To help undeclared students make choices compatible with their interests, abilities, and goals, the Office offers various career inventories and other opportunities for students to learn more about themselves and majors that may be of interest to them.

### LEARNING AND WRITING CENTER

Professional staff and students provide academic assistance in math, science, reading, writing, and study skills. Assistance is available to students who speak English as their second language. The Learning and Writing Center’s optimal learning space accommodates individual students and small groups. Computers are available.

### COUNSELING SERVICES

Confidential personal counseling is available to all currently enrolled students at no extra charge for issues such as anxiety, stress, depression, adjusting to college life, or relationship distress. Group counseling, outreach presentations, and self-help resources are also available, based on demand. The Counseling Center offers crisis intervention when needed and can provide referrals to mental health professionals in the Fond du Lac community. For more information or to schedule an appointment, please call (920) 923-8799.

### CAREER SERVICES

Career assistance and resources are available for all students through the Career Services Office located in Agnes Hazotte Hall. Career assistance includes:

- Career Exploration and Interest Inventory Assessments
- On and Off Campus Career Fairs
- Dining Etiquette Dinners
- Dress for Success
- Internship and Externship Assistance
- Handshake (Online Job and Internship Board)
- Multi-Faceted Job Search Techniques
- Mock Interviews
- Resume, Cover Letter, and LinkedIn Development

## **CHANGE OF ADDRESS**

Every student is responsible for notifying the Office of the Registrar of any change of local or home address and/or telephone number, including cell phone number.

## COMPUTER INFORMATION

In order to better serve you, Marian University's TechHUB, located in the front lobby of the Administration Building, has the following rules for students with regard to working on your personal computer. Please read them carefully.

- It is your responsibility to keep your computer virus-free and spyware-free. Microsoft provides Windows Defender as a part of the Windows operating system. For more information, go to: <https://www.microsoft.com/en-us/windows/comprehensive-security>. For Apple products, users need to go to <http://www.sophos.com/en-us/products/free-tools/sophos-antivirus-for-mac-home-edition.aspx> to download the free version.
- It is your responsibility to keep your computer's software up to date. If you are using Microsoft software on your computer, visit <https://support.microsoft.com/en-us/help/12373/windows-update-faq>. Follow the instructions there to have access to these updates that are important in keeping your Microsoft software running as smoothly and accurately as possible. If using an Apple product, please visit <http://www.apple.com/support> in order to ensure that your system is up-to-date. For all other software, please visit the manufacturers' website.
- If you have questions or problems with your telephone or voice mail in your on-campus room, please contact the TechHUB at [helpdesk@marianuniversity.edu](mailto:helpdesk@marianuniversity.edu) or (920) 9238947.
- The Marian University TechHUB **will**:
  - Connect your computer to the Internet
  - Run updates (Antivirus, Adobe, Microsoft)
  - Remove viruses and spyware
- The Marian University TechHUB **will not**:
  - Repair computers with hardware issues
  - Upgrade computers
  - Install hardware on your personal computer
  - Fix printer issues

Marian University students have access to Microsoft Office 365 for free as long as they are enrolled at the University. Visit [www.office.com](http://www.office.com) and sign in using your Marian University email address and password. Click the "Install Office" link to download and install the office applications to your computer. Office is available for both Windows and Apple computers.

### RESIDENTIAL STUDENTS

Every Residence Hall room can access the internet via a wired or wireless connection. To use the wired connection, you will need to bring a network cable to connect to the blue wall jack in the room.

### COMMUTER STUDENTS

Public computers, located in the Hornung Student Center (HSC), Common Grounds within the Todd Wehr Alumni Center, and the Library are available for you to use while on campus. Wireless hot spots are located in all common areas and most of the grounds on campus as well as the library for you to access. Choose Marian for the network and login to the captive portal with your Marian login and password.



Please note: All computers must be current with software updates and anti-virus software in order to access the internet.

## CONSUMER INFORMATION

Marian University is required to notify students on an annual basis about information that is important to their education, including Financial Aid. This information can be found on the Marian University Financial Aid web page at <https://www.marianuniversity.edu/about/student-consumer-information/>. Consumer information regarding Financial Aid and the process, student Rights and Responsibilities, Terms and Conditions of aid offered, policy for returning aid for students who withdraw from classes, criteria for meeting Satisfactory Academic Progress (the Financial Aid SAP process is different from the Academic process,) information about University personnel and programs, campus crime information, Privacy Act information, athletic information, and more can be found here. Student seeking redress or relief for consumer related complaints can find information on how to submit a complaint at <https://www.marianuniversity.edu/student-consumer-complaint-process/>. Students may also submit a complaint via this form <https://my.marianuniversity.edu/forms/Pages/Student-Complaint-Form.aspx>.

## FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student's education records within 45 days after the day the University receives a request for access.** Students should submit to the registrar, Dean of Faculty, head of the academic department, or other appropriate official, a written request that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy right under FERPA.** A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed. If the University decides not to amend the record as requested by the student, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health

staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Marian University. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the records of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)-(a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.3I(a)(2))
  - To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and Local Educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. §§99.31(a)(3) and 99.35)
  - In connection with financial aid for which the student has applied or which the student has received if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. ((§99.3I(a)(4))
  - To organizations conducting studies for, or on behalf of, the school, in order to (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
  - To accrediting organizations to carry out their accrediting functions. ((§99.3I(a)(7))
  - To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.3I(a)(8))
  - To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
  - To appropriate officials in connection with a health or safety emergency, subject to §99.36.(§99.31(a)(10))
  - Information the school has designated as “directory information” under §99.37.(§99.31(a)(II))
  - To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
  - To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
  - To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
  - The disclosure concerns sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is: Family Policy Compliance

Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605

5. **The University designates the following as public or "Directory Information":** student name, address, telephone number, email address, photograph, dates of attendance, previous institutions attended, major fields of study, enrollment status (undergraduate/graduate/full or part time), awards (but not scholarships), honors, degrees conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight) of athletes, and date and place of birth.
6. **Students may restrict the release of "Directory Information," except to school officials with legitimate educational interests and others as indicated in point #3 above.** To do so, a student must make the request in writing to the Registrar's Office, 45 S. National Ave., Fond du Lac, WI 54935. Once filed, this request becomes a permanent part of the student's record until the student instructs the University, in writing, to have the request removed.

### STUDENT RIGHT-TO-KNOW

In relation to the Student Right-to-Know Act, graduation and completion rates are available online: <http://www.marianuniversity.edu/consumerinfo/>

For additional information, contact the Office of Academic Affairs at (920) 923-8094.

## INSURANCE

The University does not provide any insurance on the person or property of students enrolled at Marian. Accordingly, every student is expected to have health insurance. Families are advised to determine if their homeowner's policy can be adjusted, if necessary, to cover potential losses at school, while school is in session. In the case of medical problems, the student (or his/her/their family) will be financially responsible for all services rendered.

## INTERNATIONAL STUDENTS

### STUDENT RESOURCES

International students receive support from several offices. The Office of Admission, located on the 3<sup>rd</sup> Floor of the Stayer Center for Technology & Executive Learning, assists new international students throughout the admission process. The Office of Registrar located in room A112 in the Administration Building, serves as the primary contact for enrolled students. The Registrar, as Marian University's Designated School Official (DSO), assists students in the student visa process throughout their time at Marian University. International students are required to meet with the Registrar's Office at the beginning and end of each term to ensure students do not experience any issues with their enrollment or visa status. Academic Advisors are assigned to international students just as they are to all other students at Marian University. The student's academic advisor serves as the primary contact for most academic related assistance such as course scheduling, program progress, and other academic advising activities.

All international students are required to check in with one of the Primary Designated School Official (PDSO) upon arrival on campus. This is currently Debra Barrett in the Office of the Registrar. International students must update the PDSO with change of address or status within 10 days.

Information is also available on the following topics:

- Campus employment
- Driver's license
- Employment authorization (CPT and OPT)
- Health insurance
- Homesickness
- Housing
- Social Security card
- Travel
- Visa compliance

### IMPORTANT REMINDERS

All international students younger than 21 and having fewer than 64 university credits are required to live on campus. A completed health form, including TB skin test results, is required and must be on file by August 1 for the fall semester and January 1 for the spring semester. Additionally, all international students are required to carry health insurance and must supply proof of health insurance prior to registering for courses.

The tuition, fees, and other charges are due in full before the start of each semester. International students should submit payments to the Office of Business and Finance in a timely fashion to avoid jeopardizing their enrollment and visa status.

## **LIBRARY**

As the intellectual center of the University, Cardinal Meyer Library provides resources and services that support the academic endeavor. Conscious of the expanding world of information, the library serves as an information center to support, supplement, and enrich the curriculum of each discipline. Sensitive to personal needs, the library staff serves all members of the University community.

The Library provides 24/7 access to a variety of electronic resources, including the library catalog, SabreCat, as well as an extensive variety of online databases, e-books, and journals. These resources are available via the library web page: [www.marianuniversity.edu/library](http://www.marianuniversity.edu/library) Specific Library policies are found on MyMarian at <https://www.marianuniversity.edu/welcome-to-cardinal-meyer-library/library-policies/>

## **TRIO- STUDENT SUPPORT SERVICES**

TRIO-Student Support Services (TRIO-SSS), a program funded by the U.S. Department of Education, helps students develop the skills and motivation necessary to successfully earn a bachelor's degree. The objectives of the TRIOSSS program are to:

- Assist students in getting good grades
- Keep students returning each semester, and
- Help students complete bachelor's degree requirements and graduate.

All services are FREE. Students selected to participate in TRIO-SSS have an academic need and are first-generation college students (neither parent completed a bachelor's degree); or have a

documented physical, psychological, or learning disability (that may affect their role as a student); or are from a family earning a limited income (determined by taxable income level and family size). Applications are accepted year-round. Faculty and staff referrals are welcomed.

TRIO-SSS provides the following services:

- Individualized Academic, Career, and Financial coaching
- Workshops on personal and professional life skills to help you succeed in college and on to a professional career
- Social & Cultural events and trips to broaden your horizons and enrich your life experience
- Access to additional resources such as computers, calculators, textbooks, and study space for TRIO-SSS students
- Scholarships and Grants that are specifically for students in federal TRIO programs  
Applications are available in the TRIO-Student Support Services Office or online at [www.marianuniversity.edu/ss](http://www.marianuniversity.edu/ss)

## **LOST AND FOUND**

Lost and found items should be reported or turned in to Sabre Central in the Hornung Student Center.

## **MAINTENANCE REQUESTS**

Maintenance requests can be made by residential students by contacting their Resident Assistant or Hall Director. Other requests can be made through the Sabre Central in the Hornung Student Center.

## **SABRE CENTRAL**

Sabre Central is located in the main hallway of the Hornung Student Center. This area is intended to serve as a central location to meet the needs of members of the University community. At Sabre Central, students may obtain their Marian University ID; request forms for various activities; register a guest; file maintenance requests; ask directions; check out games and game supplies, pick up packages; check the lost and found; and seek information regarding campus activities. You can call Sabre Central at 920-923-8555 or email at [sabrecentral@marianuniversity.edu](mailto:sabrecentral@marianuniversity.edu)

## **PARKING**

When bringing a vehicle to the Marian campus, all laws imposed by the State of Wisconsin and the City of Fond du Lac, as well as policies enacted by the University to regulate traffic and parking, must be obeyed. Marian University is empowered to enforce these laws and policies and levy fines for infractions. Marian University reserves the right to have illegally parked cars towed at the owner's expense. Parking policies at Marian University are subject to change at the discretion of the administration of the University, city ordinance, or state law.

Every motor vehicle parked in a Marian University parking lot must display a current Marian University vehicle registration permit sticker. The permit sticker must be placed on the lower right corner of the passenger's side of the windshield. Students may purchase an annual parking

permit from through the parking portal on the Campus Safety and Security page on [my.marianuniversity.edu](http://my.marianuniversity.edu) for a cost of \$75 for the year and \$50 for the spring semester. This permit is valid only for the academic year in which it is purchased. Parking permits are non-refundable.

If a parking permit is lost or stolen, the student will be required to purchase a new parking permit to continue parking on campus. Outdated parking permits must be removed from vehicles each year. Please note: purchase of a permit does not guarantee parking availability. Moreover, a permit and/or on-campus parking privileges may be revoked for continual non-compliance with policies.

On-campus parking in non-restricted areas of the campus is allowed on a first-come, first-serve basis. All parking areas, fire lanes, handicapped spaces, and other restricted areas are marked. These areas should be left open 24 hours a day, seven days a week. Resident students may park in the fire lane for unloading purposes no longer than 15 minutes and must turn on emergency flashers. The guest spaces throughout campus are reserved for non-Marian patrons only (members of the University community are not permitted to park in these spaces). There are limited spaces available for student parking near the Duplexes and Cedar Creek Apartments. However, not all residents in the Duplexes and Cedar Creek Apartments are assured parking spaces in that area. Available Duplex parking lots may only be used by residents of the respective Duplex. The remaining residents of the Duplexes and Cedar Creek Apartments must park their vehicle in the Courtyard, Naber Hall, Regina Hall, Stayer Center, or Townhouse parking lots.

Parking or campus safety personnel will ticket vehicles illegally parked on campus, and city police may issue city parking tickets for vehicles illegally parked in fire lanes and handicapped spaces. The University does not have the authority to void city-issued tickets.

Fines for parking violations are as follows:

- No Parking Permit — \$20 fine. The first violation will be voided if the student purchases a parking permit.
- Improper Parking — \$25 fine (examples include but are not limited to: parking in the Stayer Center and Todd Wehr Alumni Center Guest parking area; parking on grass, sidewalks, or perimeters of parking lots or driveways; taking up two parking spaces; parking in a no-parking zone, parking in reserved parking spaces).
- Fire Lane/Handicapped Parking — \$30 fine.

***\*Note: Parking violations may be appealed up to seven days after issue. Violations paid within the seven days will result in an early pay discount of \$5 off violation. Failure to pay within 14 days of a violation will result in an increase of \$10. Parking appeal forms are available on the parking portal. Any unpaid fines will be added to the student's account.***

Marian University assumes no responsibility for the vehicle or protection of any vehicle and its contents while on campus property.



### GUEST PARKING PERMITS

Temporary guest parking permits are available at One-Stop. (Marian University students who are registered for classes are not classified as guests.) Guests are encouraged to obtain temporary permits that allow parking in all general parking areas of the campus. Temporary guest permits are limited to three days. Students enrolled at Marian University are limited to two (2) temporary permits per semester.

### PARKING FOR TRAILERS, U-HAULS

Vehicles transporting trailer beds, U-Hauls, etc., are required to park in the Stayer Center parking lot along the perimeter in order to not disrupt the flow of traffic. No other parking lots on campus are large enough to accommodate these needs.

### SNOW REMOVAL

In the case of heavy snow during the winter, Campus Services will plow campus parking lots and clear sidewalks as quickly as possible. Notices will be sent to the University community to vacate specific lots. Failure to remove a vehicle during the notification period will result in the ticketing and/or towing of the vehicle at the owner's expense.

Winter Parking Ordinance for the City of Fond du Lac - It is the responsibility of each student to become familiar with the parking laws of the City of Fond du Lac. From November 15 until March 15, the Fond du Lac Police Department will enforce the winter parking ordinance daily from 8:00 p.m. until 8:00 a.m. The ordinance is based on a commonly used odd-even concept. On even calendar days, students may only park on the even address side of the street (i.e. the south side of Division St.). On odd calendar days, parking is allowed only on the odd side (i.e. the north side of Division St.).

### VISITOR PARKING

Visitors may park in the designated parking spaces in the Stayer Center or Regina Hall and the Business Office parking lots.

### WEATHER RELATED EMERGENCIES

In case of a snow emergency or other hazardous weather, students will be notified by the ConnectEd communication system which alert them through text messaging, email, and occasionally through voice mail. If you need more information, call Sabre Central or visit MyMarian for class cancellation detail.

## **VOTING**

Wisconsin election laws state that anyone living in the state 28 consecutive days prior to an election can register to vote the day of the election. Please verify Wisconsin voting policies and procedures at: <https://myvote.wi.gov/en-us/>



## **SEXUAL HARASSMENT, MISCONDUCT, SEXUAL ASSAULT, AND RELATIONSHIP VIOLENCE POLICIES**

*Note: Due to the ever-changing law and requirements of Title IX, the Campus SaVE Act, and Violence Against Women Act, the most up to date policies for sexual misconduct, sexual assault, and relationship violence may be found at <https://www.Marian.edu/title-ix-sexual-harassment-misconduct-and-assault> on the Marian University website. Students may request a printed copy of the University's policies at the Office of Student Life.*

### PREAMBLE

Under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681) and its implementing regulations (34 C.F.R. 106), sexual harassment is a form of prohibited sex discrimination.

Title IX provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

<b>On-Campus Resources</b>	
<p><b>Title IX Coordinator</b></p> <p>Dr. Joshua Clary, Vice President for Student Life/Dean of Students</p> <p>Room 102, Hornung Student Center 920-923-7621 <a href="mailto:jrclary96@marianuniversity.edu">jrclary96@marianuniversity.edu</a> <a href="mailto:Title_IX@marianuniversity.edu">Title_IX@marianuniversity.edu</a></p>	<p><b>Title IX Deputy Coordinator</b></p> <p>Terri Passow, Director of Career Services</p> <p>Room 101, Agnes Hazotte Hall 920-923-7161 <a href="mailto:tapassow33@marianuniversity.edu">tapassow33@marianuniversity.edu</a></p>
<p><b>Title IX Deputy Coordinator</b></p> <p>Amanda Baker, Director of Human Resources</p> <p>Room 218, Agnes Hazotte Hall 920-923-8524 <a href="mailto:ajbaker31@marianuniversity.edu">ajbaker31@marianuniversity.edu</a></p>	

<b>On-Campus Support and Confidential Resources</b>	
<b>Counseling</b> Taylor Bufton, Director of Counseling Services  Room 015, Regina Hall 920-923-8112 <a href="mailto:tabufton00@marianuniversity.edu">tabufton00@marianuniversity.edu</a>	<b>Campus Ministry</b> TBD

<b>Off-Campus Places to Report Sexual Misconduct</b>	
<b>Fond du Lac Police Department</b> Emergency- 911 Non-Emergency Reporting: 920-906-5555	<b>SSM Health- Emergency Room</b> 430 E. Division St. Fond du Lac, WI 54935
<b>ASTOP- Sexual Assault Support Services</b> 21 S Marr St, Fond du Lac, WI 54935 920-926-5395 <a href="https://astop.org/">https://astop.org/</a>	<b>Fond du Lac Sheriff Department</b> Emergency- 911 Non-Emergency Reporting: 920-929-3390

Marian University is committed to fostering a campus environment that is free from unlawful discrimination on the basis of sex, including sexual harassment and sexual assault. In support of that commitment, the University takes steps to increase awareness of such sexual harassment and sexual assault, eliminate its occurrence on campus and in University programs and activities, encourage reporting, provide support for survivors, promptly respond to all reports of sexual harassment and sexual assault, deal fairly with accused Respondents, and take appropriate action against those found responsible.

This Title IX Policy is intended to ensure a safe and non-discriminatory educational and work environment and describes the process by which the University meets its obligations under Title IX and its implementing regulations.

### ADDRESSING ALLEGATIONS OF SEXUAL HARASSMENT

Notice or complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

1. File a complaint with, or give verbal notice to, the Title IX Coordinator & Vice President of Student Life/Dean of Student Dr. Joshua Clary at [Title\\_IX@marianuniversity.edu](mailto:Title_IX@marianuniversity.edu)

920-923-7621. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

2. Report online, using the reporting form posted by clicking [here](#). Anonymous reports are accepted but can give rise to a need to investigate. The Recipient tries to provide supportive measures to all Complainants, which may be impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as the Recipient respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows the Recipient to discuss and/or provide supportive measures.

A Formal Complaint means a document submitted or signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that the University investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the University) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint, and requests that the University investigate the allegations.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

A link to the full policy is located here: <https://www.marianuniversity.edu/about/title-ix-and-non-discrimination/>

## **CRIME STATISTICS**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Marian University reports crimes as defined by the FBI Uniform Crime Reporting System. In October of each year, the University distributes this report to all students and employees. The University will also make the report available upon request to prospective students and employees.

A campus crime log is available at [Marian 2022 Crime Report](#) and lists incidents known to campus officials and security personnel. A paper copy of the crime log may be obtained from the Office of Student Life.

## **MISSING PERSON PROCEDURE**

Students will be given the option of identifying contact information, on a confidential basis, of a person(s) to be contacted in the event a student is reported as missing. This may be someone listed as the emergency contact by the students or another person. If the student is under the age of 18, the student’s parents or guardians will be notified.

If it is determined that a student has been missing for more than 24 hours, the University will notify the contact person as soon as possible, but no later than the next 24-hour period. In the event a student has not identified a person to be contacted and no emergency contact has been listed, the University will notify local law enforcement officials.

Institutions are required under the Family Educational Rights and Privacy Act (FERPA), upon written request, to disclose to the alleged victim of a crime of violence or a non-forcible sex offense, or to the alleged victim's next of kin (if the victim dies as a result of the crime or offense), the final results of any institutional disciplinary proceeding dealing with that crime or offense.

Marian Security officers have the authority to detain violators until campus staff or local police take control of a situation. If required, police are called to control criminal activity and to assist with any emergency.

### REASONABLE SECURITY

The concept of "reasonable security" recognizes the demonstrable tensions between an accessible academic setting and a completely secure campus. Marian seeks a balance between an open environment where academic exchange can thrive and a safe environment where intellectual inquirers feel secure.

## **RESIDENCE LIFE**

The Office of Residence Life promotes inclusive personal growth and leadership development by effectively challenging and supporting students through compassionate and memorable community experiences. Marian's residence facilities have been designed to create a living-learning environment in support of the Mission and consistent with the Core Values of the University. Students living in or visiting the residence facilities are expected to live the value of community – respect for self, others, property, and authority – and develop an environment that fosters a culture of learning and reflection balanced with the development of healthy relationships and an enjoyable social life. In addition to following the University policies, students who live in or visit University owned housing facilities must comply with residential policies.

### ELIGIBILITY FOR MARIAN UNIVERSITY RESIDENCE LIFE PROGRAM

**General Eligibility Requirements:** Marian reserves the right to limit placement in its residence life program to those students who meet its eligibility requirements, whether set forth in the Marian University Student Handbook or the Housing Contract. The University also reserves the right to review the status of any student placed in the program who fails to maintain any eligibility requirements while a student resident.

In such a case, the review will be conducted by the Assistant Dean of Students Engagement/ Director of Residence Life who has authority to reassign the student to another residence facility of the University's choosing; suspend the student from on-campus housing; immediately and permanently remove the student and the student's possessions from on-campus housing; or impose other appropriate terms or conditions for continued residence.

To be eligible for placement into Marian University's Residence Life program, the student must be enrolled full-time (12 or more credit hours) at the University. Students enrolled on a part-time basis at the time of the application may be considered for placement in Marian University's Residence Life Program at the discretion of the Assistant Dean of Students Engagement/ Director of Residence Life.

Any student who has a criminal history must make full disclosure to the University at the time of application to the Residence Life Program. Marian University reserves the right to at any time require the student to undergo a criminal background check as a condition of placement. Marian University reserves the right to refuse placement to or remove any student when it has reasonable cause to believe the student is dangerous to himself/herself and/or others or is otherwise unsuitable for its residence life program.

### REQUIREMENTS OF RESIDENTS

Living on-campus is a once in a lifetime opportunity for students to live in and be a part of a community of scholars and learners. Research at colleges and universities across the country indicates on-campus students are significantly more likely than their off-campus peers to succeed academically, to be involved in campus activities, to graduate, and to feel positive about their college experience.

***Marian University requires that all first time, traditional age, and/or transfer students live on campus for four (4) semesters unless one of the following conditions are met and a review is conducted by the Assistant Dean of Students Engagement/ Director of Residence Life following a review of the student's financial aid, academic, and student conduct records:***

1. For the entire period in question, the student lives with his/her parents or court appointed legal guardian and commute from a distance no greater than 35 miles;
2. The student is a veteran with one or more years of active service;
3. The student is 21 years of age or older at the time of admittance to the University;
4. The student is married. Students with plans to marry during the time they are required to live on campus will be required to live on-campus up to the date of they obtain legal marriage documents;
5. The student is the legal custodial parent or court appointed custodial guardian of a minor, child or children;
6. The student has previously lived on campus for four (4) consecutive semesters; or
7. The maximum age for a student to live on-campus is 25 years of age. Any student over the age of 25 must appeal to Assistant Dean of Students Engagement/ Director of Residence Life directly for housing request. Appeals will be hard on case by case basis and the welfare of the student and the Residence community will both be considered.

Marian University reserves the right to consider each request to live off-campus on a case-by-case basis, and to request and receive any and all documentation deemed necessary to verify the information submitted with the request. Students are advised not to enter into any off-campus lease or rental agreement before the University makes its determination with regard to the student's request. The determination made by the Assistant Dean of Students Engagement/ Director of Residence Life with regard to all requests is final.

## CONSOLIDATION

Three weeks into each semester, students living alone in a double room in the Cedar Creek Apartments, Courtyards, Duplexes, Naber Hall, and Townhouses will be asked to either consolidate or pay the single room rate. This gives others who wish to reside in single rooms the opportunity to do so, provided space is available. Students with a roommate who moves out for any reason must talk to their Resident Assistant or Residence Hall Director about consolidating or paying for a single room. Single rooms are granted on a first-come, first-serve basis and are generally not granted until the conclusion of roommate switch week. The University is not responsible for reassigning roommates who never arrived, changed rooms before arrival, or moved out after arrival. It is the resident's responsibility to find a roommate when any of the above situations happen. If asked, the Residence Life staff will assist in the process. All room changes must be completed during roommate switch week. Switch week is typically the third week of each semester.

## CONTRACT TERMINATION

If for any reason during the academic year a resident must terminate his/her housing contract, an appeal form must be submitted to the Office of Residence Life. Possible reasons for consideration include but are not limited to: sudden loss of primary income, serious medical concerns, and extenuating family circumstances. Not all appeals are guaranteed. The Director of Residence Life, with input from Residence Life staff members, reviews all cases on an individual basis. The Director of Residence Life will review the request and return a written decision in a timely manner. Contract cancellation charges will apply to the student in the case that his/her contract termination is approved.

All decisions are final. Any student withdrawing from Marian University must check out of their residence within 48 hours after withdrawal or they may incur additional charges. Contract cancellation terms and schedule can be found on the Housing Contract.

## REMOVAL FROM HOUSING

The Director of Residence Life, Dean of Student Life, and Vice President of Student Life each have the right to dismiss a student from University housing at any time. It is not necessary for a student to be on housing probation prior to a dismissal. Any student charged with a felony will be required to immediately leave student housing. If the case is dropped or the case is tried and won by the student, the student shall be allowed to move back into student housing at such a time that space is available. If the student is convicted, the student shall not be allowed to live in student housing. First- or second-year students who are dismissed from housing, and who do not meet the commuter exemption condition of the residency requirement, will be required to immediately withdraw from the University. The student is required to complete the appropriate paperwork and turn in all keys at the time of dismissal. If key(s) are not returned at this time, the student will be charged the cost of a lock re-core and a \$50 improper checkout fee.

## WITHDRAWAL FROM HOUSING

Resident students who do not attend classes may be required to vacate the residence facilities. Students who depart housing must remove personal belongings in a timely manner, as specified by Residence Life staff. University personnel may discard belongings not removed as directed.

## HOUSING OPTIONS

First year housing is located in Naber Hall and designated Courtyard houses and penthouses as assigned. Should housing needs exceed capacity, rooms in the Courtyard houses may be tripled. Naber Hall and all other freshman housing are substance-free – alcohol, tobacco products, and illegal drugs are never permitted, regardless of legal age limit facilities and contributes to the prevention of common area damage. Damage incurred to common areas is repaired by the Campus Services staff in order to assure proper maintenance.

## ABANDONED LAUNDRY

Items left in the laundry room outside of a washer or dryer are subject to removal by Residence Life staff to eliminate clutter and potential safety hazards. Once collected, Residence Life will only retain unclaimed laundry for ten calendar days before donating it to a charitable organization. To claim collected items, please contact your Residence Hall Director. Marian University is not responsible for the loss or damage of items of personal property.

## ALLOWED APPLIANCES

- 2-4-cup coffee maker with automatic shut-off
- Computer
- Microwave—800 watts or less
- Toaster (only in common areas)
- TV set
- Refrigerator—4.0 cubic feet or less

\*Residents may only have one refrigerator per room, no more than 45 inches in height.

## PROHIBITED ITEMS

- Antennas/Satellites
- Air Conditioner
- Cooking appliances (with heating elements), unless authorized by Residence Life staff only for use in specified kitchen areas. Examples listed below are not all encompassing. Deep Fryer, Electric Skillet, Grill (any size), Hot plate, Hot pot, etc.
- Electric Blanket
- Space Heater
- Sunlamp
- Halogen Lights
- Plug in Air Freshener
- Wax Melter
- Candles/Incense
- Microwave oven over 800 watts
- Refrigerator over 4.0 cubic feet
- Christmas Trees (live)
- Metal Tipped darts and dartboards that use metal tip darts
- Non UL-approved electronic devices
- Game Tables- Game tables such as pool, foosball, air hockey, ping pong tables (including anything resembling a pong table), and arcade games are prohibited in residence facilities.
- Waterbeds



## BABYSITTING

Babysitting is strictly prohibited in any residence facility.

## BED LOFTING

Bed lofting is only permitted through the appropriate use of a university provided bed that is designed to be lofted. Student built or procured lofts are not permitted.

## CAMPAIGN SIGNS

Students are not permitted to hang campaign signs inside the residence facility windows. No signs are allowed in the yards of any of the University's residence facilities. Students may display political preferences privately in their room with agreement from roommate(s).

## ELECTRICAL DEVICES

Any electrical/electronic device used in University facilities must be UL-approved and used solely for its intended purpose. University personnel will remove any electrical/electronic device used improperly or deemed unsafe. Owners can retrieve their property from a hall director or from the Office of Residence Life for the sole purpose of storing it elsewhere than on campus.

## FURNITURE

In order to prevent the misuse or damage of University property, all furniture and fixtures in residence facilities must remain in place throughout the year and may not be disassembled or moved to another room/area. When a student vacates a particular living space, he/she is responsible for returning the space to its original condition. Students may not remove furniture or fixtures from lounges or other public areas for personal use. Waterbeds are not allowed in residence facilities as they may damage floors. Personal air conditioners are not permitted in student rooms. Taking University furniture or any non-weatherproof furniture outdoors at any time is strictly forbidden. Only weatherproof lawn furniture is allowed for outdoor use at any time, in accordance with Fond du Lac City Ordinance.

## GAME TABLES

Game tables such as pool, foosball, air hockey, ping pong tables (including anything resembling a pong table), and arcade games are prohibited in residence facilities.

## GUESTS

A guest is defined as anyone not assigned to the room/unit they are in. Resident students may host guests provided that they have approval of their roommate(s)/housemate(s). Resident students may only have three individuals registered as guests at one time. No guest may be registered to stay more than two consecutive nights. Residents who have guest(s) are responsible for informing their guest(s) of University policies and expectations. Each resident host is held accountable for the actions of their guest(s). Resident hosts are expected to be present at all times during their guests' visit. In the event of a conduct infraction, registered or unregistered guests may be escorted off campus. At no time should guests disrupt the living community or supersede a roommate/housemate's right to privacy.



## OVERNIGHT GUESTS

Guests are welcome from 8:00 a.m. until midnight Sunday through Thursday and until 1:00 a.m. Friday and Saturday. Prior to any overnight guests, a signed Roommate Agreement must be submitted to the Resident Assistant. After the agreement has been submitted, residents are required to complete a Guest Request Form with their roommate two days prior to the guest arriving, which is forwarded to the Residence Hall Director or Resident Assistant. If a guest is staying past designated hours, they must be registered at Sabre Central as an overnight guest. Overnight guests under 18 years of age must have the approval of a Residence Hall Director. Naber Hall residents may sign in their overnight guests at the Naber Hall Desk if it is open, otherwise hosts should find an RA and register the guest with the RA on duty.

## INSURANCE

Residents are advised that Marian University insurance carrier does not cover losses of personal property suffered by residents. For this reason, all residents are advised to carry a private insurance policy for their personal property. Students are encouraged to check for coverage under their parents' homeowner's policy or contact Residence Life for other options.

## LEDGES, PLATFORMS, AND ROOFS

Ledges, platforms, roofs, and building overhangs are restricted areas and students are strictly prohibited from any access to them. The platforms on the Courtyards are reserved for the sole purpose of fire safety platforms.

## LIGHTS AND SIGNS

Christmas/decorative lights may not obstruct normal operation of the windows or block or interfere with entering or exiting the residence facility. Decorative lights cannot be secured to any handrails along stairways. Security lights may not be removed, covered, or altered in any way to enhance the effect of decorative lights. Outdoor Christmas lights may not be installed prior to November 15 and must be removed no later than the last day of fall semester finals. Special circumstances require approval from the Director of Residence Life. Alcohol signs of any kind are not allowed in windows. Halogen lights are restricted from all residence facilities. Exit/emergency/corridor lights are kept functioning and lit continuously in accordance with law and may not be changed to colored light bulbs. All other lights are turned off when they are not necessary.

## LOCKS AND KEYS

Misusing keys, tampering with locks, damaging lock mechanisms, or blocking security or maintenance doors is strictly prohibited. Students are prohibited from placing their own personal locks on their room/apartment doors. Students are required to lock their room, apartment, and house doors. Students must carry their keys with them in order to protect their person and belongings. Students may not give their room/house keys to anyone for any purpose. If a student has locked his/her key(s) in a room, a Resident Assistant, Residence Hall Director, or Campus Safety Officer may let the student into his/her room at their earliest availability. If keys are broken or bent, the Residence Hall Director should be notified immediately to replace the broken or bent key. If keys are misplaced or lost, the Residence Hall Director should be notified in order to issue a re-core of the locks for missing keys. The number of doors, cost of labor, and number

of new keys to be cut will determine the cost for replacing the missing keys and new locks that is charged to the responsible student.

### MAINTENANCE/HOUSEKEEPING

On a weekly basis, Residence Hall Directors conduct a maintenance/housekeeping walk-through of all residence facilities in order to establish any maintenance concerns and maintain University property. Residents of the Cedar Creek Apartments, Courtyards 8-20, and Townhouses are responsible for the cleaning of their own units. If the unit is found in an unacceptable condition, the residents will be given 48 hours to clean or an outside agent will be contracted, and the residents will be held responsible for the cost. Any resident who fails to keep up his/her living environment risks the removal or denial of his/her resident status. Residence Life staff will also perform walk-throughs during vacation holidays and breaks. As a result of disciplinary action, unannounced walk-throughs may occur at any time.

### NABER HALL DOOR ALARMS

Activation of the door alarms will be 24 hours a day. Setting off the alarms will result in a \$100 fine for the responsible party.

### PAINTING

The University coordinates all exterior and interior painting. Students are not permitted to paint their individual rooms. Special circumstances require permission from the Director of Residence Life.

### PETS

Fish are the only animal permitted in University housing units. However, fish tanks may be no larger than 20 gallons (dimensions for high fish tanks may not exceed  $24\frac{1}{4}'' \times 12\frac{1}{2}'' \times 16\frac{3}{4}''$  and dimensions for low fish tanks may not exceed  $30\frac{1}{4}'' \times 12\frac{1}{2}'' \times 12\frac{3}{4}''$ ). Proper maintenance of fish tanks is expected. Only marble or glass bead bottoms are allowed in fish tanks (gravel bottoms are prohibited). Please see the Comfort Animals policy if you require more information about a pet that acts as a comfort animal.

### QUEIT/COURTESY HOURS

University-wide quiet hours begin at 10:00 p.m. Sunday through Thursday and 1:00 a.m. Friday and Saturday nights and end every morning at 8:00 a.m. Those hours not designated as quiet hours will be considered courtesy hours during which students extend courtesy to their neighbors by restricting the noise level of conversation, stereos, and any other electronic devices. Specific quiet hours may change at the discretion of Residence Life staff. Inherent in this policy is the understanding that students are chiefly responsible for holding one another to the established community standards. The City of Fond du Lac noise ordinance begins at 9:00 p.m. Students should be aware of this and respect surrounding neighbors.

Silent hours (24-hour quiet hours) are in effect during the week of final exams. Courtesy hours are designated from 4:00 p.m. – 6:00 p.m. during the week of final exams. Students are to

operate at “normal noise levels” when vacuuming or completing other tasks. To clarify, it is understood that cleaning and vacuuming may be necessary during silent hours, but care should be taken to be no louder than necessary. If a resident student confronts another asking to be quiet, students are required to comply and respect the request.

### RESIDENCE FACILITY ENTRANCE

The University’s right to enter or search a residence facility is exercised with discretion. A reasonable effort will be made to have the resident present if it is appropriate and necessary. Before entering, authorized University personnel should knock, announce their name and position, and receive permission to enter (if the resident is present). In cases where personnel suspect the violation of a University policy, he/she may enter after knocking and announcing himself/herself. The following personnel may enter a student’s room:

1. Maintenance or housekeeping staff for routine maintenance or housekeeping functions.
2. Residence Life staff, Student Life Staff, or Campus Safety Officers
3. To resolve emergency situations (including, but not limited to: fire, accidents, sickness, or danger to student health and welfare as determined by the Director of Residence Life or the Dean of Students).
4. When there is evidence or reasonable information suggesting the violation of a University policy.
5. Residence Life and Campus Services staff for facility opening and closing and general housekeeping inspections.
6. Residence Life Personnel may enter common areas in an effort to build, develop, and sustain community throughout the day.
7. Between the hours of 7 pm and 2 am, Residence Life Personnel (Resident Assistants) will enter common areas to maintain safe and civil living and learning environments.

Whenever a room is entered without the presence of the resident, University personnel will leave a note stating that the room was entered, by whom, and for what purpose.

When it is necessary for University personnel to enter a resident’s room for inspections (facility closings, vacation-time general housekeeping inspections, and regular maintenance checks) the student is given advance notice. The inspection may take place without the presence of the resident.

### RESIDENT BUSINESS VENTURES

Residence facility rooms or common areas may not be used to carry on any organized business ventures (i.e. selling Avon, Tastefully Simple, or illicit substances of any kind).

### RESIDENT MAIL

Resident students are required to check their assigned mailboxes on a daily basis. Mail for resident students, as well as student organizations, is distributed Monday through Saturday by 4:00 p.m. to the mailboxes located in the Hornung Student Center. Students are requested to include their first and last names and the specific address 750 E. Division St. as well as their mailbox number for their mailing address in order to send and receive mail. Packages too large for mailboxes may be picked up at Sabre Central. The student’s ID card must be presented to

collect the package. No mail will be forwarded during the winter and spring interim breaks. Upon completion of the academic year and/or termination of the housing contract, resident mail will be forwarded to a designated address for 30 days, after which it will be returned to sender. If a resident is not returning to University housing, then the resident is responsible for providing the Office of the Registrar with his/her forwarding address. It is also the student's responsibility to notify businesses from which they receive mail (i.e. banks, credit card companies, magazines) of their change of address.

### ROOM CONDITION

When a student occupies and vacates a room, the student is responsible for completing a Room Condition Report in conjunction with a Residence Life staff member. Failure to complete the report or note prior room condition issues will result in the student being held responsible for all room condition issues when the room is vacated. When vacating a room, it must be returned in the same condition as when it was first occupied. Damages to a room or failure to remove belongings subject all students in the room or housing unit to common area charges unless a specific student is identified as responsible for the damages.

### RESPONSIBILITY FOR DAMAGES TO UNIVERSITY PROPERTY

The University does not charge residents for damage due to normal wear and tear. As outlined in the Housing Contract, students who live in the University's residence halls share the responsibility of maintenance of University property. Furniture belonging to the University is not to be removed from the residence. Likewise, students are prohibited from removing University furniture or fixtures from public areas. When University property in a residence facility is damaged or stolen, the residents living in the residence are responsible for all costs associated with repair or replacement. Residents are responsible for damage or theft caused by guests.

In the event where there is evidence that students other than the residents of a facility are responsible for damage or theft, Marian University reserves the right to hold these students responsible for damages in addition to or instead of the actual residents. When responsibility for theft or damage cannot be determined, the University reserves the right to hold all residents of a room or suite equally responsible for costs associated with repair and replacement. Likewise, when responsibility for damage or theft in the common areas of a residence facility can't be determined, the University reserves the right to hold all residents of the facility equally responsible for the costs associated with repair and replacement.

Students who cause intentional damage to University property or cause damage by negligence are subject to disciplinary action. Students who steal University property are subject to conduct sanction. Any damages done to residence halls will be assessed within 15 days of the end of the fall semester. Spring damages will be assessed and billed by June 30.

### DAMAGES WITH NO IDENTIFICATION OF RESPONSIBLE PARTY

In the case where specific individuals responsible for damage or theft to a university residence can't be determined Marian University reserves the right to assess the residents of the facility for the damages. In the event that damage occurs within a student room or apartment, all residents of that room or apartment will be assessed for the damages on a pro-rated basis. When damage occurs to a common area of a residence hall, all residents of the hall will be assessed equally for the damages.

## ROOM SEARCH

The University reserves the right to enter and search a residence facility if there is reason to believe that:

1. There is a possibility of imminent harm to a person or property;
2. There is a possible violation of University policy, or state or federal law; and
3. Contraband items are present but may be concealed from view.

Reasonable suspicion is defined as knowledge suggesting that a violation of University policy or public law has occurred or may occur.

1. Authorization for a room search must be obtained from the Director of Residence Life (or designee).
2. University personnel make every effort to have one or all students present during the search and inform the students of the purpose of the search.
3. Searches may be conducted of rooms or belongings that may contain items in violation of University policy or state or federal law. This includes, but is not limited to: backpacks, bags, closets, desks, packages, or refrigerators.
4. The student will have the opportunity to cooperate and turn over any items under reasonable suspicion. If a student chooses not to cooperate, he/she will be informed that the search of the room and belongings will occur.

## ROOMMATE/HOUSEMATE CONFLICT RESOLUTION

When roommates/housemates develop differences or conflicts that are adversely affecting their living environment, they should attempt to resolve the disagreement. When roommates/housemates have followed the appropriate steps and it has been determined that they have irreconcilable differences, they may request to no longer live together.

The Resident Assistant (RA) and Residence Hall Director (RHD) will work to resolve roommate/housemate conflicts and, if the resolution fails, may allow a resident room change using the procedure outlined below. Each step below may complete the process if the resident(s) involved is satisfied.

If a resident wants to move, the resident goes to the RA to obtain a Room Change Request Form. At this time, the RA inquires about the reason and follows the Roommate/Housemate Conflict Resolution procedure. The Room Change procedure should only occur after the Roommate/Housemate Conflict Resolution Procedure has been completed and the resident(s) still desire to move.

## ROOMMATE/HOUSEMATE CONFLICT RESOLUTION STEPS

1. RA discusses issues with residents individually.
2. RA encourages residents to discuss issues with roommate/housemates.
3. RA facilitates a meeting to discuss issues with roommate/housemates. Roommate agreement is adjusted and signed by all parties.
4. Roommates/housemates attempt new agreements for at least one week.
5. RA follows-up after one week.
6. RA discusses further disagreements with RHD.
7. RHD facilitates a meeting to discuss issues with roommate/housemates. Roommate agreement is adjusted and signed by all parties.
8. Roommates/housemates attempt new agreements for at least one week.
9. RHD/RA follows-up after one week.

## SCREENS

In order to avoid damage to screens and for safety reasons, students may not remove or tamper with window screens. In the event that a window screen has been removed or tampered with, the students of the room will face disciplinary action.

## SMOKE DETECTORS

Smoke detectors are located in all residence facilities as required by law. Fond du Lac City Ordinance requires each resident to sign a form at the beginning of his/her residency as to the working condition of each smoke detector. Willful and/or malicious tampering with any smoke detector or fire safety equipment is prohibited. False activation of fire alarms will result in a fine up to \$500 for the responsible party.

## SPORTS IN RESIDENCE HALLS

Athletic activities are strictly prohibited in residence facilities due to the potential danger to students and facility damage. Such activities include, but are not limited to: basketball, baseball equipment, cycling, football, golf, hockey, lacrosse, skating, throwing objects, and water fights.

## STEWARDSHIP OF PROPERTY

The Agnesian sisters who founded Marian University worked to create a beautiful university setting, and their work is continued by the current members of the Agnesian community, university faculty, staff, and students. Each student is responsible to be a good steward of university property and facilities. Good stewardship requires students to use university facilities properly and to be in possession of university property or present in university facilities only when authorized. In addition, each student is responsible to properly care for all facilities and property entrusted to his/ her use by ensuring that facilities and equipment are properly cleaned, stored and secured and ready for use by other members of the community.

## RESPECT FOR CREATION

- Students who litter or otherwise improperly dispose of waste on university property or at any university sponsored event are subject to conduct sanction.
- Students who damage, misuse or otherwise do not leave university equipment and facilities in good clean condition after use out of respect for others shall be responsible for costs required to clean, repair or replace the equipment or facility and shall be subject to conduct sanction.
- Students who willfully cause damage to university property or the private property of others are subject to disciplinary sanction and are responsible for all costs associated with repair and/or replacement.
- Students are prohibited from tampering with or interfering with the normal operation of phone, cable and/or computer service in any manner and from interfering with the billing processes associated with these services. Students who obtain unauthorized service or who cause billing charges to be directed to a university account are guilty of theft and will be reported to authorities in addition to facing conduct sanction.



# EMOTIONAL SUPPORT ANIMALS (ESA) POLICY AND PROCEDURES

Marian University is committed to making its educational programs and facilities accessible to people with disabilities. In general, animals are not allowed in residential, academic and administrative buildings on campus. However, in some cases an “Emotional Support Animal (ESA)” can be considered a reasonable accommodation if an appropriately licensed health care provider or mental health care professional has determined an assistance animal is a *necessity* to afford a student with a disability equal opportunity to use and enjoy University owned housing. ESA’s are not pets, but they are typically animals commonly kept in household as pets.

## PART I: DEFINITIONS

### Emotional Support Animals

An animal that provides emotional support that eases one or more identified symptoms or effects of a person’s disability. An Emotional Support Animal is one that is necessary to afford the person with a disability an equal opportunity to reside in and enjoy Marian University housing. An Emotional Support Animal may provide emotional support, calming, stability, and other types of support. Emotional Support Animals do not perform work or tasks that would qualify them as “service animals” under the Americans with Disabilities Act. Emotional Support Animals may be permitted, in certain circumstances, in University Housing pursuant to the Fair Housing Act. Generally emotional support animals are domesticated dogs or cats. In general, emotional support dogs are at least 1 year old, and weigh 50 pounds or less. All requests for emotional support animals will be evaluated on a case-by-case basis.

## PART II: POLICIES

Student residents are determined to be eligible for an Emotional Support Animal before bringing the animal into university housing. Students initiate a request for an emotional support animal by contacting Accessibility Resources, submitting an Emotional Support Animal Documentation Form, completed by a psychiatrist, psychologist, licensed social worker, mental health provider or relevantly trained M.D. The information must be sufficient to determine:

1. That the individual qualifies as a person with a disability (i.e., has a physical or mental impairment that substantially limits one or more major life activities); and
2. The emotional support animal is necessary to afford the person with a disability an equal opportunity to reside in and enjoy University Housing, including the relationship between the person’s disability and the emotional support that the animal provides.

Emotional Support Animals (ESA’s) are generally not allowed indoors other than in University housing. Persons with disabilities may request approval from the Director of Accessibility Resources to have an emotional support animal accompany them to other campus areas as a reasonable accommodation. Such requests will be considered on a case-by-case basis consistent with applicable laws.

## EXCEPTIONS AND EXCLUSIONS

Marian University may pose some restrictions on, and may even exclude, an emotional support animal in certain instances. Restrictions or exclusions will be considered on a case-by-case basis in accordance with applicable laws, but an animal may be excluded if:

- it is out of control and effective action is not taken to control it;
- it is not housebroken or litter box trained;
- it poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications; or
- its presence fundamentally alters the nature of a program, service or activity.

In considering whether an animal poses a direct threat to the health or safety of others, Marian University will make an individualized assessment, based on reasonable judgment, current medical knowledge, or the best available objective evidence, to determine: (1) the nature, duration, and severity of the risk; (2) the probability that the potential injury will actually occur; and (3) whether reasonable modifications of policies, practices, or procedures will mitigate the risk.

In the event that restriction or removal of an emotional support animal is determined to be necessary, the person with a disability will still be given the opportunity to participate in the service, program, or activity without having the emotional support animal present.

## RESPONSIBILITIES OF PEOPLE WITH DISABILITIES USING EMOTIONAL SUPPORT ANIMALS

Marian University is not responsible for the care or supervision of emotional support animals. People with disabilities are responsible for the cost, care, conduct and supervision of emotional support animals, including:

- compliance with state laws, and local ordinances pertaining to animal licensing, vaccination, and owner identification;
- keeping the animal under control and taking effective action when it is out of control; and
- providing food, water, exercise, shelter to the animal and disposing of its waste.

Students are responsible for assuring that the animal's behavior, noise, odor and waste does not interfere with the reasonable enjoyment of people sharing the space. Out of Respect for students who have a fear of animals or may suffer from animal allergies, emotional support animals are generally not allowed in public spaces such as lounges, kitchens and hallways. If the animal must leave the building, it must be in a cage, or proper transportation container. Residence Life has the ability to relocate the student and animal as necessary per current contractual agreements or failure to abide by Residence Life policies.

Students are financially responsible for the actions of the animal including bodily injury or property damage including but not limited to any replacement of furniture, carpet, window or wall covering, etc. Students are responsible for any expenses that are required due to costs incurred for cleaning which is above and beyond a normal cleaning or for repairs to University premises that are assessed after vacating the residence.



### ESA'S AND EMERGENCIES

Students are to follow all Marian University procedures for emergency evacuation and participate in emergency evacuation drills. In the event of a fire alarm or any other type of emergency evacuation, students are responsible for the evacuation of the animal. The ESA must be secured by a leash or animal carrier (for cats and other small animals) to participate in evacuation and reunification procedures. It is highly recommended that students practice evacuating their animal during routine fire drills.

Marian University staff including campus safety officials are not responsible for removal of the ESA during an emergency.

### ANIMAL HEALTH AND WELL-BEING

Animals must have all veterinarian recommended vaccinations to maintain its health and prevent contagious diseases. Proof of vaccination is required before moving the animal into the residence. The University reserves the right to request an updated verification at any time during the animal's residency.

Residents will provide verification of all veterinarian recommended vaccinations as well as proof of absence of communicable diseases, fleas, and parasites (annually or as needed, thereafter). Residents will provide copies of the vaccination record and city license. Marian University reserves the right to request an updated verification at any time during the animal's residency.

### WISCONSIN ANIMAL CRUELTY LAW

<https://docs.legis.wisconsin.gov/statutes/statutes/951>)

Residents with emotional support animals (ESA's) are prohibited from leaving an emotional support animal (ESA) alone for extended periods of time. Residents needing to leave campus for an extended length of time, including overnight must take their emotional support animal with them. Also, residents may not leave emotional support animals (ESA's) in the care of anyone else. In the event that an emotional support animal (ESA) is left alone in a room or apartment for an extended period of time and/or is not being properly cared for, Residence Life will contact the resident or the emergency contact to remove the animal. If this is not successful, Residence Life may notify animal control or the Humane Society and shall have the right to have the animal removed. It is the animal owner's responsibility to remove the animal during school closings (i.e. Christmas/January breaks) of the residence halls.

Any costs for removing the animal if the resident is not present, and arrangements have not been made by the resident for the animal to be removed or cared for, shall be the responsibility of the resident.

### FOND DU LAC ANIMAL ORDINANCES TITLE 7

<https://townoffdl.com/wp-content/uploads/2017/11/Town-of-Fond-du-Lac-Ordinances.pdf>

Local ordinances may include species limitations, required municipal licenses, collar with ID (with student's current phone number) and rabies tags. Ordinances also state that no dog may be left unattended in a public space and no animal may be allowed to roam free.

Residence Life requires that dogs and cats must wear current vaccination and identification tags at all times.

### WASTE DISPOSAL

Residents are responsible for cleaning up all animal waste (both indoors and outdoors) in a timely, effective fashion.

Animal litter must be placed in a sturdy plastic bag and tied securely before being disposed of in outside trash dumpsters. Litter boxes and food dishes should be placed on mats on tiled or vinyl floor so that feces and urine are not tracked on to carpeted surfaces. Failure to dispose of pet waste appropriately will result in a violation of Residence Life policies.

### CLEANLINESS

As with all residents, if a room is not properly maintained and not in "move-in" condition once the resident checks out of their space, additional cleaning charges may be applied to the resident's student account. This includes animal hair, waste, order, etc. Rooms may be subject to scheduled health and safety checks to ensure the living environment is maintained in a healthy manner for both the residents and animals.

### LIABILITY

Residents are financially and legally responsible for the actions of the animal including bodily injury or property damage including but not limited to any replacement of furniture, carpet, window or wall covering, etc.

Marian University is not responsible for failing health, loss or death of the animal.

### EMERGENCY CARE

Residents will provide Marian University with contact information for an alternate caregiver if the resident is unable, or unwilling, to provide adequate care.

### ANIMAL REMOVAL

Any violation of the above rules may result in immediate removal of the animal from the University and may be reviewed through the Conduct Process. Students will be afforded all rights of due process and appeals as outlined in the handbook. Should the animal be removed from the premises for any reason, the student is expected to fulfill their housing obligations for the remainder of the housing contract.

### NOTIFICATION

The student must notify Residence Life and Accessibility Resources in writing if the animal is no longer needed as an emotional support animal or is no longer in the residence halls. To replace an animal with a different animal, the student must file a new request.

It is students' responsibility to notify roommates regarding the animal. If any roommate is uncomfortable with the animal, the student needs to contact Residence Life staff to inquire about housing options.

## **STUDENT ACTIVITIES & LEADERSHIP DEVELOPMENT**

The Student Activities and Leadership Development Office is located in the Hornung Student Center, Room 105. The staff offers a wide array of events and activities designed to help students be engaged in their campus experience. Events include leadership development workshops, musical performances, comedians, lectures, film screenings, game nights, off-campus excursions, etc.

### MARIAN ACTIVITIES COMMITTEE (MAC)

MAC is a group of student leaders responsible for event planning, marketing, implementation and assessment. They review dozens of acts and attractions, identifying the ones that would appeal most to students.

Follow “Marian Activities Committee” on Facebook, Twitter, and Instagram for event info, photos, contests, and more. All Marian students are welcome, invited and encouraged to participate in events and activities sponsored by the Office of Student Involvement and the MAC. However, students who cause disruption, show signs of intoxication, or are in any way disrespectful to those involved in the event may be asked to leave. This is to ensure the most positive, safe and enjoyable atmosphere possible.

### CLUBS & ORGANIZATIONS

#### FACULTY/STAFF ADVISOR’S RESPONSIBILITY STATEMENT

1. Every organization/club must select a faculty/staff advisor. The advisor must be a full-time member of the Marian faculty or professional staff. The advisor’s name should be submitted to the Student Senate Secretary, Director of Student Involvement, and to the Dean of Students. The advisor serves as an ally, resource, and mediator between the University and the class/club.
2. Classes/clubs should give the advisor their constitution and by-laws. The advisor should have a clear understanding of the organization/club’s annual goals and objectives.
3. Advisors must be informed and attend regularly scheduled meetings, sign required student organization/club forms and documents and verify that all officers have a cumulative 2.0 GPA while holding office. Advisors should also make sure the organization/club meet the requirements for membership as stipulated in the student organization/club constitution/by-laws, and attend functions and activities sponsored by the student organization/club when possible and/or when required. If the advisor is unable to perform these duties as stated, they should notify the student organization/club, the Student Senate Secretary, Director of Student Involvement, and Dean of Students.

Students who wish to establish a new student organization may ask the Student Senate Secretary for assistance in writing a charter. The charter (constitution) details the purpose of the organization and its goals. If the charter is not in conflict with Marian’s mission, Student Senate, Director of Student Involvement, and Dean of Students normally approve it. Each recognized student organizations must register their student organization/club at the beginning of the fall semester.

In order to receive recognition as an official Marian University student organization/club each group must submit the following: name and contact information for officers and advisor, list of all members, constitution/by-laws governing the organization/club (only if there are any updates),

and if the student organization/club has a national affiliation, then a copy of national organization constitution/by-laws. This information must be updated at the end of each spring semester.

### RECOGNIZED CLUBS AND ORGANIZATIONS

A list of all recognized organizations during the academic year is available from Student Senate. The following is a list of recognized campus organizations as of the beginning of the 2023-2024 academic year:

**Student Senate** – to provide for a representative government; a voice for the concerns of the undergraduate, graduate, and AOS online students; a method to promote involvement in the campus community; a forum for the communication to the University’s faculty and administration, and to serve the best interest of the students and the University.

**Business Club**

**Campus Ministry Club**

**Circle K**

**Diversity Club**

**The Helping Professions Club (Psych, Social Work, Criminal Justice)**

**Marian University Student Nurses Association**

**Outdoor Adventure Club**

**Student Athlete Advisory Committee (SAAC)**

**SPECTRUM**

**Science and Math Association**

**Love Your Melon**

**Forensic Science Association (FSA)**

### CONTRACTS

Contracts between students or student organizations representing Marian University and outside persons or agencies must be signed by the President or Vice President of Business and Finance.

### FUNDRAISING AND SALES

To insure proper use of Marian University’s name, to monitor requests to donors, and to assure adherence to local law, the Vice President for Institutional Advancement must authorize, in advance, all solicitations by campus organizations or students for money, goods, or services. Note that sales tax must be collected on goods sold as part of a fundraising activity.

On-Campus: Funds raised by students or groups can only be used for educational or charitable purposes. These funds cannot be used for personal gain. To protect the privacy of students, no soliciting or selling is permitted in the residence halls. These activities can be conducted in areas designated by the Office of Student Life.

Marian University does not invite sellers, canvassers, or distributors on campus. Anyone attempting to sell on campus is trespassing. On occasion, the Dean of Students may give authorization to sell or solicit on campus at a given time and a given location.

### OFFICIAL EVENTS PLANNING

Official events meet any of these conditions:

1. Held or advertised on campus;
2. Open to all Marian University students; or
3. Use of Marian's name.

### CLUBS AND ALCOHOL AT EVENTS

Organizations sponsoring may request authorization to permit alcoholic beverages at a particular event off-campus. The following conditions always apply:

1. Sponsoring organizations must obtain written approval from the Dean of Students;
2. As a part of the approval process, sponsoring organizations must present a plan outlining the efforts they will use to enforce the alcohol policy and the ways they will monitor the conditions of departing guests;
3. The sponsoring organization will promote the event and not the alcohol. Notices should display one of the following: No alcohol or cash bar only. No other reference should be made regarding alcohol;
4. No alcohol may be sold or furnished to anyone under the age of 21, by law in the state of Wisconsin. Marian requires a valid driver's license for age verification;
5. Professional security guards must be present at functions where alcohol is served;
6. University money may not be used to purchase alcohol;
7. Sponsoring organizations must provide snacks and non-alcoholic beverages free or at reasonable prices;
8. Serving alcoholic beverages must end at least 30 minutes before the conclusion of the event, with no last call announcement;
9. Events with alcohol may not exceed four hours in length; and
10. Students may not bring alcohol for their personal use to any event. Kegs, cases, or containers over one liter, are never permitted at any event.

An organization permitting alcohol at an event without authorization will be fined \$200, will lose their privileges of sponsoring events for 12 months, and will not be eligible to receive Student Senate funding. Additionally, the offending organization may be referred for appropriate action under the University's student conduct system.

While possession or use of alcohol by students is not permitted on campus, limited exceptions to this policy may be granted by the President of the University provided:

- A sponsored event is approved and sanctioned by an administrative or academic department of the University;
- The event is limited to a select group;
- The event will have limited and controlled alcoholic selections such as wine or beer;
- Alcoholic beverages are limited to those who are at least 21 years of age;
- Alternate non-alcoholic beverages, other than water, and food must be available;

- The sponsor (host) assumes responsibility for enforcement of all appropriate University regulations and state laws;
- Failure of the sponsor (host) to enforce all regulations will result in the immediate termination of the event; and
- A certified bartender must serve the alcoholic beverage(s) at any University event,

Application for an exception to the University policy must be made in writing to the President, and it must outline the sponsor's plan to enforce the established rules.

### POSTING NOTICES

All student and student organizational signs, flyers or posters which are to be posted on campus must be approved by the Student Activities Office. BEFORE anything is posted it must be stamped by Student Life staff. Please bring the sign, flyer or poster to be stamped BEFORE it has been duplicated. Stamped items may be posted by students, student organizations, faculty, or staff in approved areas only. A list of approved posting areas is available at the Office of Student Life.

Posted items not stamped will be removed and discarded. Notices attached to walls, doors, and windows will be removed and discarded. No nails on wooden surfaces or tape on painted or varnished surfaces are permitted. Failure to receive approval will result in the removal of the items posted, restitution for any damage and may result in loss of posting privileges.

Once a flier/sign has been authorized, it can remain posted for up to 30 days or until the "down" date. All signs/posters must be in good taste, consistent with university policies, and shall not contain sexist, racist, homophobic, profane or derogatory remarks, or nudity. The University retains the right to deny posting of any materials on campus.

All posters must have the name of the sponsoring organization/individual on the poster. Persons not connected with Marian University may be limited to one designated area, and are only approved at the discretion of the Office of Student Life. A notice posted on campus does not indicate the University's endorsement of the notice, sponsoring organization, or event.

- **Sidewalk Chalk or Window Paint:** Students, faculty or staff that wish to publicize an event by using chalk on sidewalks or window paint (HSC Dining Hall only) must obtain per-mission from Student Involvement office at least three days in advance of the advertising date. A sketch/text of proposed chalking must be submitted for approval. No other substance besides sidewalk chalk may be used. Chalking on walls, brick, or within ten feet of a campus building is prohibited. Also, only designated window paint should be used on windows in HSC Dining Hall. Failure to follow these guidelines may result in restitution for any damage or necessary cleaning and may result in loss of chalking and painting privileges.

Failure to follow these guidelines may result in restitution for any damage or necessary cleaning and may result in loss of chalking privileges.

### RESERVING EVENT SPACE

For normal Marian functions, schedule use of the campus space needed by contacting the following persons. Give name of the Marian event or meeting, date, time, purpose, and location

of the area you want to reserve. Functions are scheduled on a first come, first served basis. Special rules apply to any non-Marian event reservation.

## **TRAVEL AND VEHICLES**

Marian University maintains van and buses that faculty/staff members who have been authorized to drive for the university may reserve for class, club, and Student Senate sponsored events.

Procedures for using vehicles are:

1. University authorized driver may reserve vehicles through the Coordinator of Vehicles in Facilities;
2. Upon return, the sponsoring group should clean the vehicle, fill the gas tank, park the vehicle in the proper area and report any mechanical problem. The sponsoring group will be assessed \$25 for failure to carry out these procedures; and
3. Authorized drivers (University faculty and staff) must have a valid license, a record free of moving violations, and be pre-approved by the Director of Human Resources. Driving a bus requires a Commercial Driver's License. Students may not drive Marian vehicles.

### **SAFETY PROCEDURES FOR DRIVERS**

1. Coaches or other University personnel approved to drive by the Director of Human Resources are the only authorized drivers of Marian vehicles.
2. All University trips must be planned carefully, allowing for plenty of time for safe arrival.
3. When traveling with more than one vehicle, the team/group must stay together in one convoy.
4. Drivers must stay within posted speed limits.
5. Drivers must stop for at least 10-minute rest period after driving for 4 consecutive hours.
6. Drivers must not drive more than 8 hours or 520 miles in any given 24-hour period.
7. Only University vehicles (owned or leased) can be used for school trips, exceptions are permitted for rented vehicles or for companied providing transportation services with trained drivers. Exceptions require the approval the appropriate Cabinet Member for each department.
8. Head coaches or faculty/staff sponsors must always travel with the group.
9. Drivers must conduct safety checks prior to departure and during regular intervals on the trip.
10. All vehicle or safety problems must be reported by the trip coordinator to the Coordinator of Vehicles as soon as possible upon return to the campus.
11. With the support of the Maintenance Department there will be regular vehicle safety checks.
12. The trip sponsor must carry phone numbers of a contact person at the destination site, a Marian contact person, and an emergency help number.
13. The trip coordinator must carry a University or personal cell phone.
14. No alcohol or controlled substances shall be consumed or carried in vehicles while on University related trips.

**NOTE: Although Marian approved trips are covered by the University's insurance, drivers may be held accountable should litigation occur due to driver negligence or error. Marian's liability coverage extends only to travel related to University functions.**



